



ELECTION INSPECTOR MANUAL

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Kent County Clerk/Register of Deeds

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TABLE OF CONTENTS

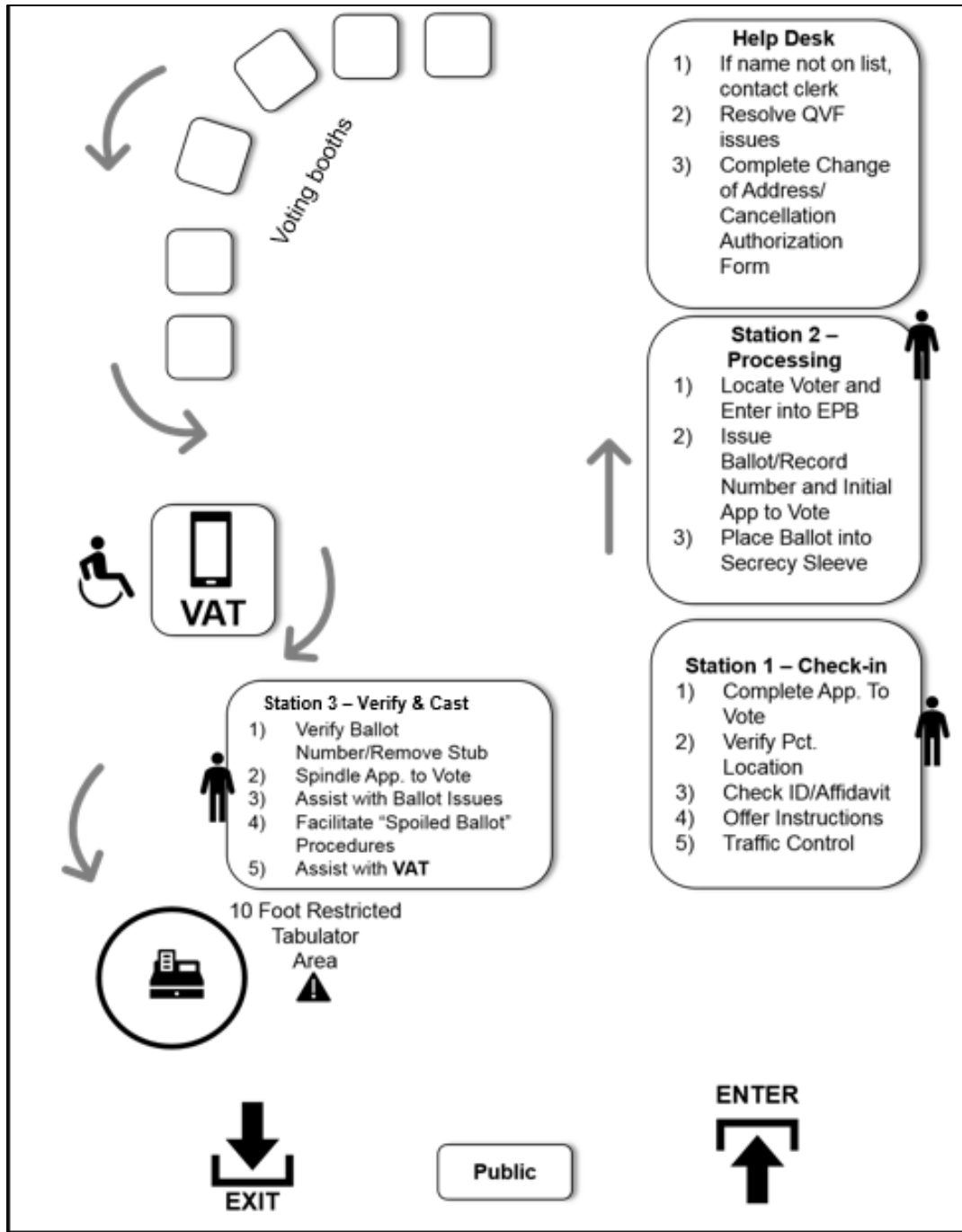
POLL SETUP (EXAMPLE)	5
Items to Display	5
BASIC PRECINCT SETUP CHECKLIST	6
TAKING THE OATH	7
ICP TABULATOR SETUP.....	7
ICX VOTER ASSIST TERMINAL SETUP (vat)	11
ELECTRONIC POLL BOOK SETUP (EPB).....	13
OPEN THE POLLS – 7:00 A.M.	15
Processing voters	15
STATION 1 – VOTER CHECK-IN	15
STATION 2 – PROCESSING; ELECTRONIC POLL BOOK (EPB)	16
VOTERS WITHOUT PHOTO ID	17
VOTERS NOT LISTED FLOWCHART	18
EPB VOTER STATUS FLAGS	19
CHALLENGE BALLOT PROCESS	20
PROVISIONAL BALLOT PROCESS.....	21
PROVISIONAL BALLOT FORM.....	21
PROVISIONAL BALLOT TYPES:	22
BALLOT TABULATION.....	23
STATION 3 – CASTING A BALLOT.....	23
TABULATOR ERRORS	24
READ THE MESSAGE ON THE SCREEN FIRST	25
SPOILED BALLOTS	26
RETURNING A SPOILED BALLOT	26
RECONCILE FREQUENTLY.....	26
VOTER ASSIST TERMINAL VOTING	27
HOW TO PROCESS A VOTER TO VOTE ON THE VAT	27
VOTERS THAT NEED ASSISTANCE	28
ASSISTING VOTERS IN THE BOOTH	29
ASSISTANCE PROCEDURE	29
CAMPAIGNING	30
EXIT POLLING	30
CHALLENGERS	31
CHALLENGERS HAVE THE RIGHT TO	31

CHALLENGERS CANNOT	31
POLL WATCHERS	32
POLLWATCHER'S RIGHTS & RESPONSIBILITIES	32
POLLWATCHERS CANNOT	32
ABSENT VOTER BALLOT PROCEDURE	33
(IN PRECINCT OPTION).....	33
DELIVERY	33
EPB.....	33
OPENING THE ABSENT VOTER BALLOT ENVELOPES	33
PROCESSING ABSENTEE BALLOTS UNDER MOVE ACT.....	34
CLOSING THE POLLS	36
CLOSE THE TABULATOR.....	37
POLL WORKER ACCESS	37
ICP POWER DOWN	37
COLLECT BALLOTS	38
CLOSE THE VAT.....	39
ICX ADMIN MENU.....	39
SEAL BALLOTS IN CONTAINER	40
Documenting & Securing Ballot Storage Container.....	40
CORRECT WAY TO SEAL	40
COMPLETE THE POLL BOOK.....	41
COMPLETE INSPECTOR CERTIFICATE	41
CLOSE THE EPB.....	42
SAVE BACKUP	42
BALLOT SUMMARY REPORT	42
LIST OF VOTERS	43
REMARKS REPORT	43
SAVE VOTER HISTORY	44
VERIFY ALL 5 FILES.....	44
RETURNING MATERIALS TO LOCAL RECEIVING BOARD	45
RECEIVING BOARD CHECKLIST (Regular Precinct)	46
RECEIVING BOARD CHECKLIST (Absentee Counting Board Precinct)	49
FINAL PREPARATION.....	51
Marking a Ballot.....	52
Voting on a Paper Ballot	52

BEFORE THE POLLS ARE OPEN 6:00 AM



POLL SETUP (EXAMPLE)



ITEMS TO DISPLAY

- American Flag
- Sample Ballots (front and back)
- What every Voter Should Know poster (Updated 7/2019)
- Proposal Posters *If applicable*

BASIC PRECINCT SETUP CHECKLIST

(Refer to Basic Precinct Setup Map)

Setup your polling place to allow the process of voters as follows:

STATION 1 – VOTER CHECK-IN

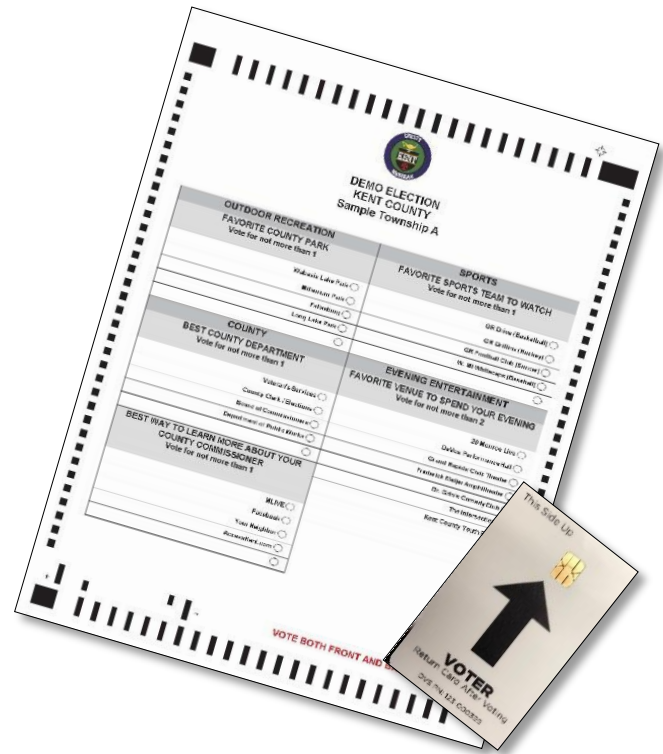
- ☐ Applications to Vote
- ☐ Demonstration Ballot
- ☐ Pens/Pencils

STATION 2 - PROCESSING

- ☐ Electronic Poll Book (EPB)
- ☐ Driver's License Scanner
- ☐ Ballots
- ☐ Voter Access Cards for VAT
- ☐ Ballot Secrecy Sleeves
- ☐ Spoiled Ballot Envelope
- ☐ Voting Stations
- ☐ Voting Booths
- ☐ Voter Assist Terminal (VAT)

STATION 3 – BALLOT COLLECTION

- ☐ Tabulator (Maintain a 10 ft. radius for privacy)
- ☐ Spindle to collect Applications to Vote



TAKING THE OATH

- Arrive at the time designated by your clerk, preferably by 6:00A.M.
- The local clerk will administer the oath to the Chairperson. (This may be completed prior to election day)
- The Chairperson will administer the oath to Election Inspectors.
- After taking the oath, all Election Inspectors will sign the inside cover of the pollbook and certify that all the required work has been completed.
- Any inspectors that arrive later in the day must also take the Oath, don't forget to have them sign the inside cover of the poll book

ICP TABULATOR SETUP

1. Remove Dust Cover (Lock on each side, same key). Check all 3 Ballot Bins and make sure there are no ballots in the General bin (1A), Write-in bin (1B) and Auxiliary bin (1C)



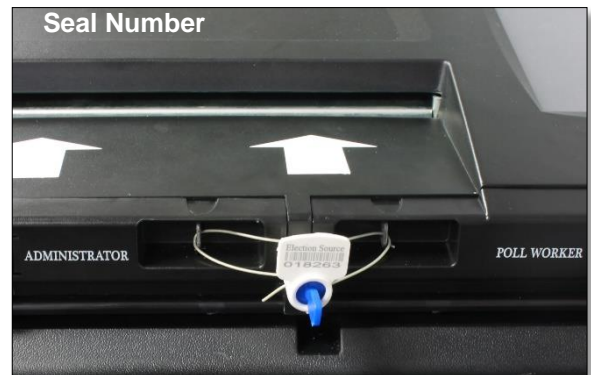
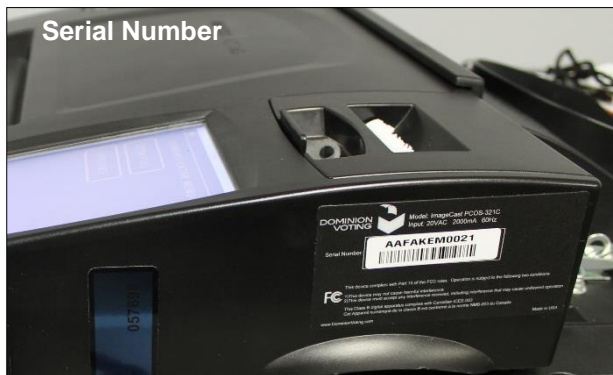
****LEAVE ORANGE Write-in sheet in WI (1B) bin until after election.
DO NOT LEAVE WRITE IN BIN OPEN****

2. Close and lock all 3 ballot bins

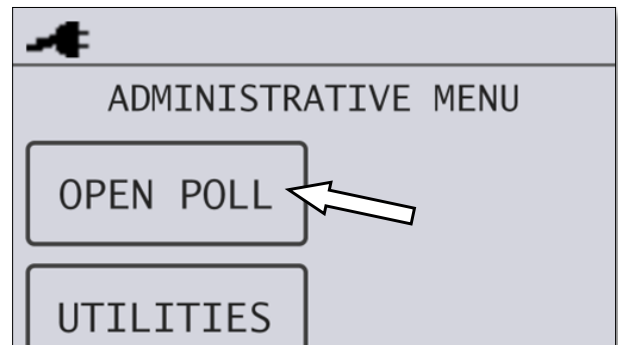
3. Unwind power cord and plug IN, then apply security key when prompted



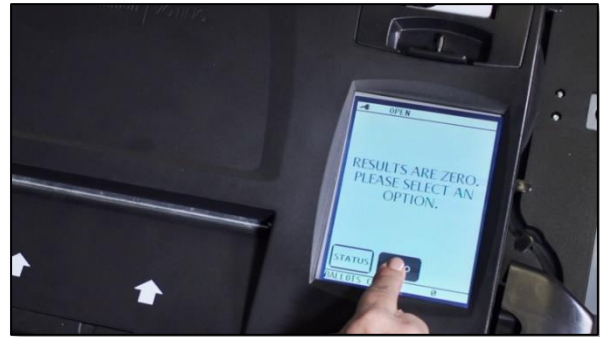
4. **VERIFY TABULATOR SERIAL NUMBERS** and **SEALS** on memory cards doors **AND** communication door on the right side of the tabulator. Match them to the numbers recorded in the Poll Book



5. Input password & verify time (password specific for each election), then select “OPEN POLL”



6. Print a “ZERO” tape, not “STATUS.” Verify that public counter is at “0” and “System Ready” Polls are open. It will take three minutes for the ICP Tabulator to boot-up



*****DO NOT TEAR ZERO TAPE OFF OF TABULATOR***

7. Compare to a sample ballot to zero tape to make sure the correct precinct is ready. Then make sure no votes have been cast and the public counter displays “0”

**DEMO ELECTION
KENT COUNTY
Sample Township A**

<p style="text-align: center;">OUTDOOR RECREATION</p> <p style="text-align: center;">FAVORITE COUNTY PARK Vote for not more than 1</p> <p style="text-align: center;">Wabasis Lake Park <input type="radio"/></p> <p style="text-align: center;">Millenium Park <input type="radio"/></p> <p style="text-align: center;">Fallsburg <input type="radio"/></p> <p style="text-align: center;">Long Lake Park <input type="radio"/></p> <p style="text-align: center;"><input type="radio"/></p>	<p style="text-align: center;">SPORTS</p> <p style="text-align: center;">FAVORITE SPORTS TEAM TO WATCH Vote for not more than 1</p> <p style="text-align: center;">QR Drive (Basketball) <input type="radio"/></p> <p style="text-align: center;">GR Griffins (Hockey) <input type="radio"/></p> <p style="text-align: center;">QR Football Club (Soccer) <input type="radio"/></p> <p style="text-align: center;">W. MI Whitecaps (Baseball) <input type="radio"/></p> <p style="text-align: center;"><input type="radio"/></p>
<p style="text-align: center;">COUNTY</p> <p style="text-align: center;">BEST COUNTY DEPARTMENT Vote for not more than 1</p> <p style="text-align: center;">Veteran's Services <input type="radio"/></p> <p style="text-align: center;">County Clerk / Elections <input type="radio"/></p> <p style="text-align: center;">Board of Commissioners <input type="radio"/></p> <p style="text-align: center;">Department of Public Works <input type="radio"/></p> <p style="text-align: center;"><input type="radio"/></p>	<p style="text-align: center;">EVENING ENTERTAINMENT</p> <p style="text-align: center;">FAVORITE VENUE TO SPEND YOUR EVENING Vote for not more than 2</p> <p style="text-align: center;">20 Monroe Live <input type="radio"/></p> <p style="text-align: center;">DeVos Performance Hall <input type="radio"/></p> <p style="text-align: center;">Grand Rapids Civic Theater <input type="radio"/></p> <p style="text-align: center;">Frederick Meijer Amphitheater <input type="radio"/></p> <p style="text-align: center;">Dr. Gie's Comedy Club <input type="radio"/></p> <p style="text-align: center;">The Intersection <input type="radio"/></p> <p style="text-align: center;">Kent County Youth Fair <input type="radio"/></p> <p style="text-align: center;"><input type="radio"/></p> <p style="text-align: center;"><input type="radio"/></p> <p style="text-align: center;"><input type="radio"/></p>
<p style="text-align: center;">BEST WAY TO LEARN MORE ABOUT YOUR COUNTY COMMISSIONER Vote for not more than 1</p> <p style="text-align: center;">iNLIVE <input type="radio"/></p> <p style="text-align: center;">Facebook <input type="radio"/></p> <p style="text-align: center;">Your Neighbor <input type="radio"/></p> <p style="text-align: center;">AccessKent.com <input type="radio"/></p> <p style="text-align: center;"><input type="radio"/></p>	

VOTE BOTH FRONT AND BACK OF BALLOT

Tuesday, November 4, 2025

Tabulator Name
Sample Kent Township A
Tabulator 1 JCP

Tabulator ID
22

Voting Location
Township A Community Building

Report Printed
Mon Apr 30 12:28:53 2018

Unit Model: PC05-320C (Rev 1072)
Unit Serial: AFAJHJ0033
Protective Counter: 1063
Software Version: 5.0.1-US

Total Scanned: 0
Total Voters: 0

=====

Precinct:
Sample Township A

FAVORITE COUNTY PARK (1) ✓	
Mabasis Lake Park: ✓	0
Millenium Park: ✓	0
Fallsbura: ✓	0
Long Lake Park: ✓	0
Write-in:	0
Total Voters:	0

BEST COUNTY DEPARTMENT (1) ✓	
Veteran's Services: ✓	0
County Clerk / Elections: ✓	0

No: 0

Total Votes:	0
--------------	---

Certification

WE, THE UNDERSIGNED, WERE
PRESENT DURING THE OPENING OF
THE POLLS AND PRINTING OF THIS
RECORD AND CAN VERIFY THAT ALL
CANDIDATE VOTE TOTALS ARE ZERO
AT THIS TIME.

[Signature]
Name _____

Signature
[Signature]
Name _____

[Signature]
Signature _____

Name _____

Signature _____

Name _____

Signature _____

Name _____

Signature _____

8. ALL INSPECTORS THAT WERE PRESENT AT THE TIME THE POLLS WERE OPEN MUST SIGN the “zero” tape after all candidates/proposals are double-checked

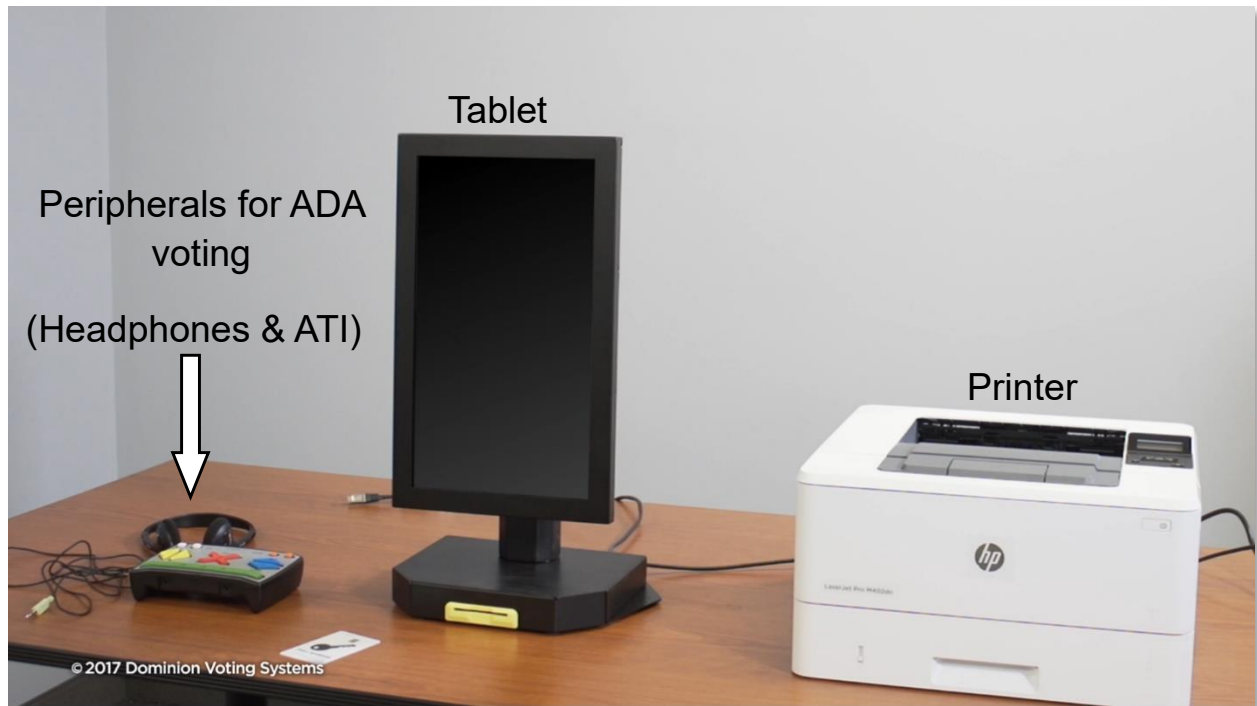
9. Roll tape up, secure with a paper clip and leave attached to machine until *AFTER* first results tape prints and election is over



TABULATOR IS READY FOR ELECTION

*****Notify the Clerk IMMEDIATELY of any issues with Equipment are discovered! *****

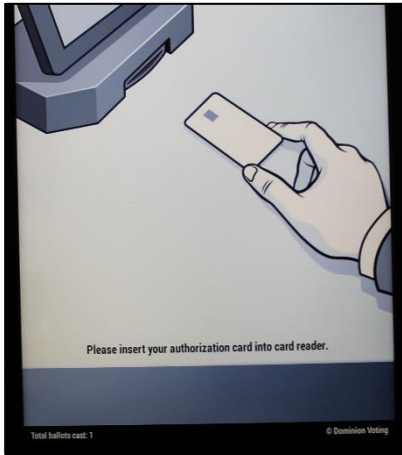
ICX VOTER ASSIST TERMINAL SETUP (VAT)



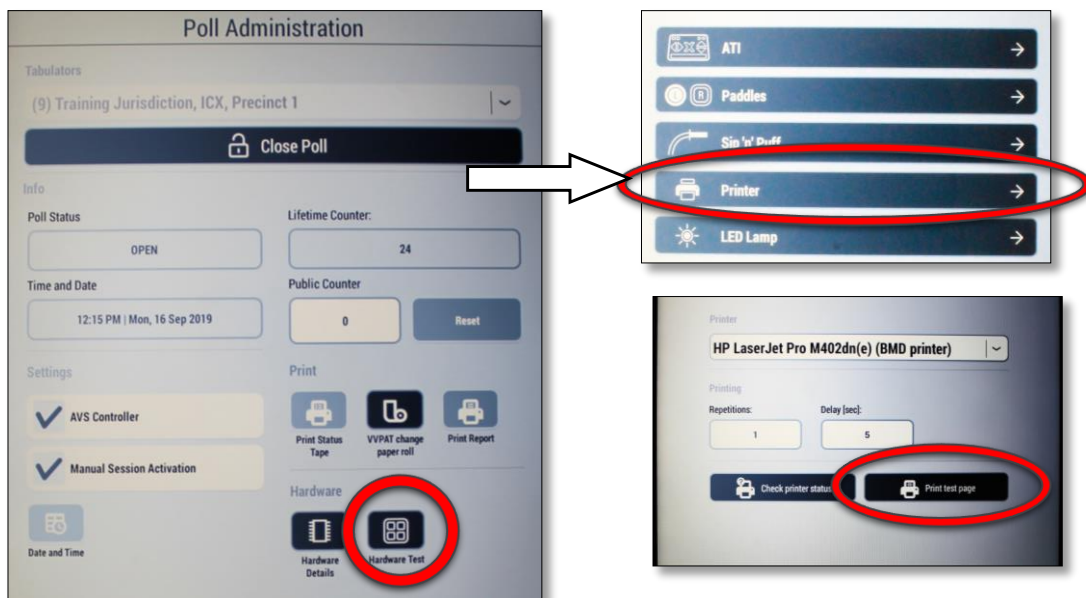
1. Place all items on accessible voting booth or table (may already be setup)
2. Make sure two power cords are plugged into an outlet, printer cord connects the Tablet (VAT) to Printer and ATI cord is attached. Tablet should automatically power on when a viable outlet is used
3. Turn Printer on after paper has been loaded, printer is ready when GREEN ready light displays on printer. *100# TEXT PAPER ONLY*
4. Verify TWO seal numbers on back of Tablet (VAT) and serial number matches Poll Book information *DO NOT CUT THESE SEALS*



5. VAT will prompt Poll Worker to insert “authorization card”. Insert the “Poll Worker” card and continue with password (varies each election)



6. Confirm that the time is correct
7. Print a TEST BALLOT from the “Poll Administration” screen
before removing Poll Worker card
8. Select “Hardware Test” → then “Printer” → followed by “Print Test Page”
9. Place this test print into the VAT Storage Envelope (GREEN)
10. Record this action in the remarks section of the poll book



VAT IS READY FOR ELECTION

*****Notify the Clerk IMMEDIATELY of any issues with Equipment are discovered! *****

ELECTRONIC POLL BOOK SETUP

(EPB)

1. Plug in and power up the laptop computer
2. Insert flash drive into USB port
3. Double click on the QVF EPB icon
4. Verify that the election date, jurisdiction name, and precinct are accurately displayed at the TOP of the screen
5. Enter the Encryption Code, Username and Password
6. Run an initial backup and save to the **“ELECTION FOLDER”** on the USB flash drive

1 OATH OF CHAIRPERSON & ELECTION INSPECTORS Precinct # ☒

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson according to the best of my ability.

Taken, subscribed and sworn to before me on ☒

Month / Day / Year

1. ☒ Signature of Chairperson

☒ Signature of Person Administering Oath

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Election Inspector according to the best of my ability.

2 ELECTION INSPECTORS' PREPARATION CERTIFICATE

☒ BEFORE THE POLLS OPENED, WE COMPLETED THE FOLLOWING:

- ☐ Administered the Oath of Office to all present.
- ☐ Verified the serial and seal numbers on the tabulator and voter assist terminal (VAT) are the same as recorded on the Clerk's Preparation Certificate.
- ☐ Completed all preparation steps of the tabulator and voter assist terminal (VAT) and the equipment is in proper working order.
- ☐ Verified the ballot by comparing each candidate's name and the placement of any proposals on the ballot with the sample ballot and zero tape..
- ☐ Signed below, certifying the above were completed.

3 SIGNATURES OF PERSONS TAKING OATH AND CERTIFYING PREPARATION CERTIFICATE

2. ☒ 7. ☒

3. ☒ 8. ☒

4. ☒ 9. ☒

5. ☒ 10. ☒

6. ☒ 11. ☒

Taken, subscribed and sworn to before me on ☒

Month / Day / Year

1. ☒ Signature of Chairperson or Person Administering Oath

PRECINCT IS READY FOR ELECTION

*****Don't forget to complete the required areas of the paper poll book *****

POLLS ARE OPEN

7:00 AM



OPEN THE POLLS – 7:00 A.M.

PROCESSING VOTERS

STATION 1 – VOTER CHECK-IN

1. Voters will complete an *APPLICATION TO VOTE*.
2. The required fields on the application are:
 - 1) Name
 - 2) Date of Birth
 - 3) Current Address
 - 4) Signature

FORM NO. 677 (2/13)
PRINTING SYSTEMS • 1-800-95-12345

Application to Vote – Poll List

Picture Identification requirement:
All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

ELECTION INSPECTOR COMPLETES
☐ AFFIDAVIT ON REVERSE COMPLETED

Ballot Style _____
Ballot No. _____
Voter No. _____
(POLL BOOK)
ELECTION INSPECTOR INITIALS ► _____

Date of Election _____ Ward _____ Precinct _____

PRINT NAME: _____
RESIDENCE ADDRESS: _____
DATE OF BIRTH: ____/____/____

I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.

SIGN HERE
SIGNATURE OF VOTER

(Form may vary but the information required is always the same)

3. Inspectors may offer instructions at this point as to how to complete a ballot by referencing a demo ballot and explaining how to mark their choices. *Use a sample ballot or sample instructions, not the actual ballot*

TO VOTE: Completely darken the oval opposite each choice as shown:

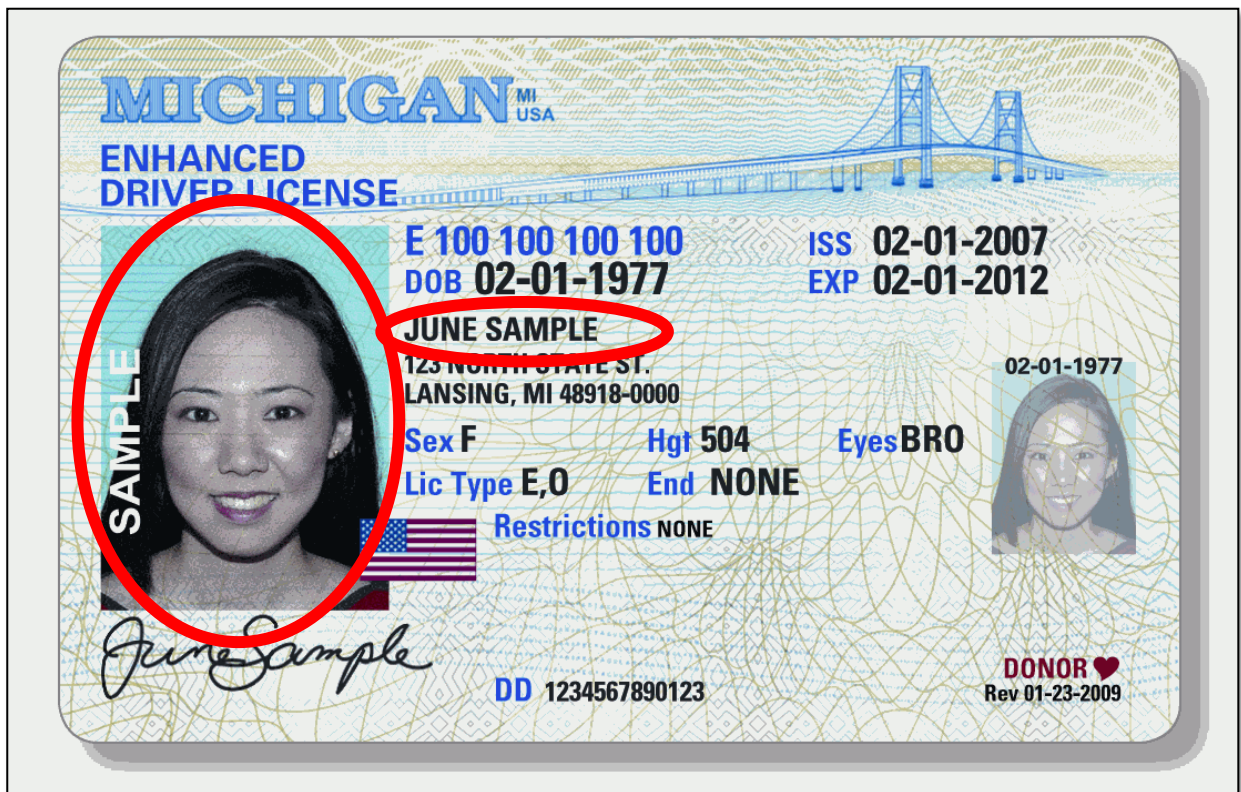


STATION 2 – PROCESSING; ELECTRONIC POLL BOOK (EPB) VOTERS WITH PHOTO ID - *“Please produce your ID if you have it”*

1. Voters will bring their completed applications to the EPB.
2. The inspector at the EPB should ask to see their driver's license and scan it with either the swiper or barcode scanner that is connected to the laptop.
3. It is important to note that the information reviewed on the driver's license is the name and photo ONLY.
4. If the voter's driver's license doesn't scan properly or the voter presents another acceptable form of Photo ID (see examples below), simply begin typing the last name into the EPB to locate the voter.

ACCEPTABLE ALTERNATE FORMS OF PHOTO ID

- A personal ID or Driver's License from another state (must be current)
- Any Federal or State issued ID (must be current)
- US Passport
- Military ID
- Student ID from a high school or accredited institution
- Tribal ID



VOTERS WITHOUT PHOTO ID

Any voter that has a photo ID but refuses to show it will **NOT BE PERMITTED TO VOTE**.

If a voter is not in possession of a valid ID while in the precinct, they must complete the **AFFIDAVIT OF VOTER NOT IN POSSESSION OF PHOTO ID** on the reverse side of the application to vote.

1. The inspector will sign the reverse, after the voter
2. Inspector must also check the box on front of application
3. Refer to flow chart in the troubleshooting portion of this section to help resolve ID conflicts or questions

ISSUING A BALLOT

Verify. Once the voter's name is found in the EPB compare the voter's

- ☐ Name (First, last Jr., Sr., etc.)
- ☐ Address
- ☐ Date of Birth

After the 3 pieces of information are matched to the data in the EPB

- 1) **LOCK** the voter
- 2) Select **REGULAR BALLOT**
- 3) Verify that the **CORRECT BALLOT NUMBER** has advanced automatically, if not type the correct ballot in the box
- 4) Add to the application to vote
 - ☐ Voter Number
 - ☐ Ballot Number
 - ☐ Inspector's Initials
- 5) Place the ballot with attached stub that matches the EPB in a secrecy sleeve and give ballot with application to vote to the voter once a voting station is available

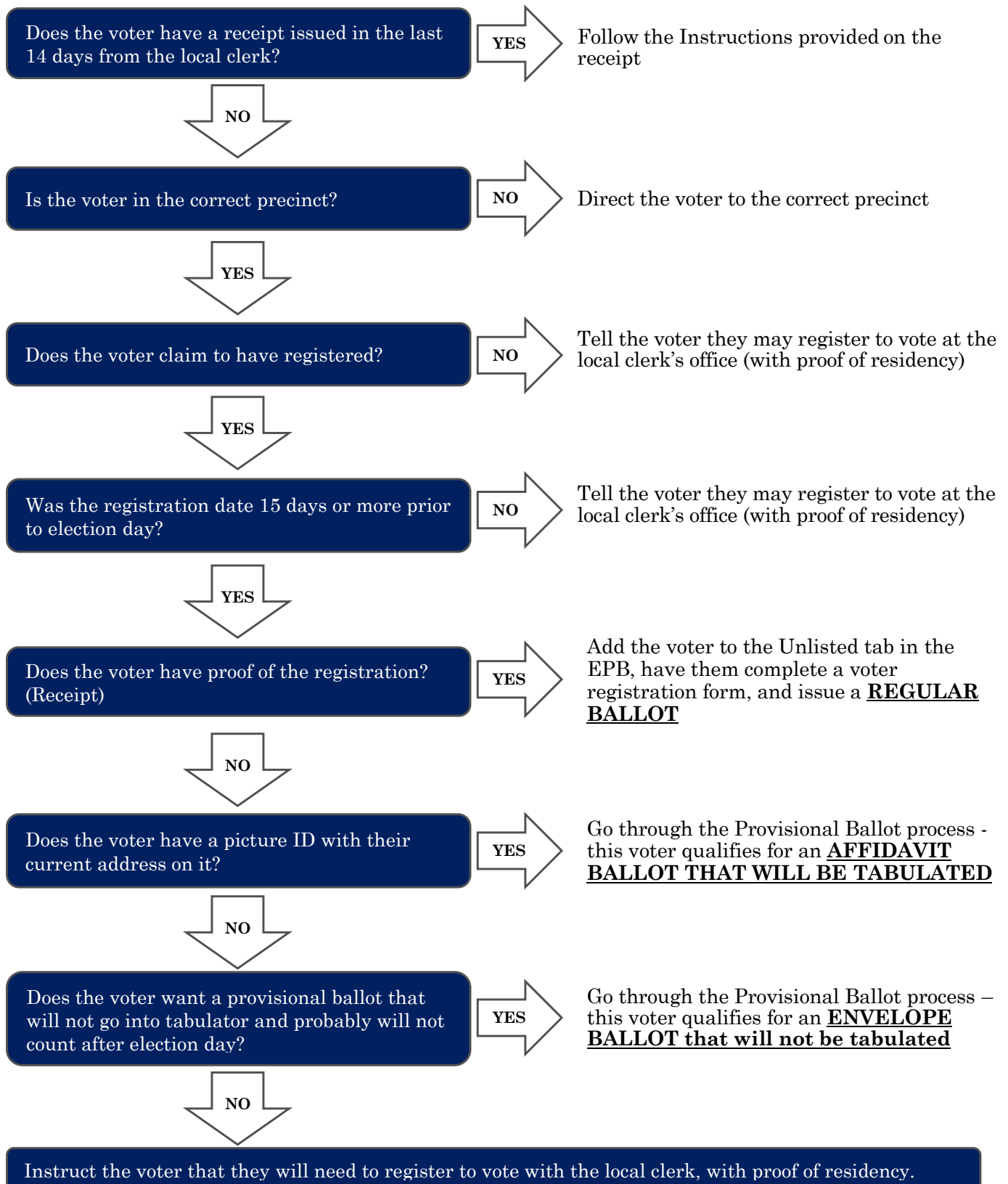
VOTER NOT LOCATED IN “THIS PRECINCT” TAB

If a voter cannot be located after scanning the driver's license or typing their name

- Ask to see their Voter ID card or valid voter registration receipt
- Search the “Other” tab to see if the voter is registered to vote in a different precinct in the same jurisdiction
- Call the local clerk to determine if this voter is registered to vote in a different jurisdiction

VOTERS NOT LISTED FLOWCHART

If a voter isn't in the poll book and still insists, they registered to vote in this precinct, follow the flow-chart below and contact the local clerk for further research.



EPB VOTER STATUS FLAGS

Some voters have status flags that need to be addressed prior to issuing a ballot. Something happened in the registration process or in subsequent mailings that needs follow-up. For example, a signature was not obtained, the voter missed checking an answer to the citizenship question, an absentee ballot was issued, the clerk received reliable information the voter may have moved, etc. A voter has a status flag if he or she has a red question mark next to his or her name. When a red question mark is found, read the message in the Voter Status window at the bottom of the Voter Details screen to determine the issue.

ABSENTEE BALLOT RECEIVED

This voter received an absentee ballot and returned it. DO NOT issue this voter a ballot since they have already voted.

Absentee Ballot [00000028] sent/received by clerk--Do not issue ballot.
VOTING STATUS: Did not vote in precinct.

VOTER'S STATUS IS CHALLENGED

This voter has been formally challenged and must complete the challenge process before being issued a challenged ballot. (challenged for Age, Citizenship or Residency)

Voter's Status is CHALLENGED: AGE
VOTING STATUS: Did not vote in precinct.

Voter's Status is CHALLENGED: CITIZENSHIP
VOTING STATUS: Did not vote in precinct.

Voter's Status is CHALLENGED: RESIDENCY
VOTING STATUS: Did not vote in precinct.

MUST SHOW ID BEFORE VOTING (FEDERAL REQUIREMENT)

This voter must show photo ID or a paycheck, government check, utility bill, bank statement, or a government document which lists his or her name and address (if voter does not have a photo ID but provides one of the documents listed above, voter must sign the Affidavit of Voter Not in Possession of Photo ID as well) prior to being issued a ballot.

Must show ID before voting (Federal Requirement).
VOTING STATUS: Did not vote in precinct.

CHALLENGE BALLOT PROCESS

1. Pull the voter's record up in the EPB software, lock it in if necessary and:
2. Click Challenged ballot
3. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not on the ballot stub**).
4. Conceal this number with concealing tape over the number.
5. Use the Challenged ballot button to enter the voter's ballot number into the e-Pollbook. If your precinct has more than one ballot style, issue the ballot style noted on the receipt.
6. The voter will then vote the ballot and place the ballot in the tabulator as usual.

Issue a ballot

Regular ballot

Affidavit ballot-provisional

Envelope ballot-provisional

Challenged ballot

Undo Undo (Nothing to undo)

Unlock this voter without performing any action Voter Remarks Label

Issue a ballot

You are about to issue a Challenged Ballot to:

UZARSKI, GERRID LEE 10/09/1980

☐ VAT Ballot?

This ballot number will be assigned: 342

☒ OK ☐ Cancel

Challenge Ballot #342

Challenge Ballot

TRAINING BALLOT
Demo Election
Tuesday, November XX, 20XX
Kent County, Michigan
Training Jurisdiction, Precinct 1 SD

State	County	City
Favorite Sports Team Vote for not more than 1	Best Way to Learn More About Your County Commissioner Vote for not more than 1	Best Vote for not more than 1
Detroit Pistons (Basketball) <input type="radio"/>		
Detroit Red Wings (Hockey) <input type="radio"/>	MLIVE <input type="radio"/>	
Detroit Lions (Football) <input type="radio"/>	Facebook <input type="radio"/>	G.R. <input type="radio"/>
Detroit Tigers (Baseball) <input type="radio"/>	Your Neighbor <input type="radio"/>	Fe <input type="radio"/>
	AccessKent.com <input type="radio"/>	Tribu <input type="radio"/>
County		

PROVISIONAL BALLOT PROCESS


The provisional balloting process is a part of the Help America Vote Act (HAVA). It was adopted to ensure that no voter is improperly denied the opportunity to vote due to an administrative error in handling the voter's registration app. If the voter does not have a receipt of registration and swears that they registered prior to the close of registration, the provisional balloting process must be followed.

State of Michigan Provisional Ballot Form and Voter Registration Form

Attention voter: If your name was not found on the list of registered voters and you were unable to produce a receipt verifying registration, you must complete the following affidavit and voter registration form in the correct precinct.

START **VOTER AFFIDAVIT (required)**

I, _____, affirm that I am a resident of the ☐ City ☐ Township } of _____
at the address provided. I affirm that I submitted a voter registration application on or before the close of registration for the election at hand. By signing this affidavit, I swear/affirm that the above statements are true.

VOTER SIGN HERE  _____
Signature of Voter

Signature of Election Inspector witnessing

An individual who provides false information in this affidavit is guilty of perjury, which is punishable by a fine of up to \$1,000 and/or imprisonment for up to 5 years.

REGISTRATION INFORMATION (required)

I registered to vote on ____/____/____ at the location or with the following form:

☐ Mail-in registration form ☐ ExpressSOS.com
☐ Secretary of State branch office ☐ Designated voter registration agency
☐ Secretary of State "Renewal by Mail" ☐ County, city or township clerk's office

Complete the voter registration application below.


QUALIFICATIONS

Are you a citizen of the United States of America? ☐ Yes ☐ No
Will you be at least 18 years of age on or before election day? ☐ Yes ☐ No

If you are not a US citizen, do NOT complete this form

MICHIGAN DRIVER LICENSE/STATE PERSONAL ID #

____-____-____-____-____-____

If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number  **X X X - X X -** ____

☐ I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.

PERSONAL INFORMATION *required information

Last Name* _____ First* _____ Middle _____ Suffix _____ () _____
Phone _____ Email _____

Address where you live - House number and Street/Road* _____ Apt/Lot # _____
Mailing Address (if different than residential address) _____


City* _____ Zip _____ Date of Birth* ____/____/____ City _____ State _____ Zip _____

SIGNATURE

I certify that:

- I am a citizen of the United States.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize the cancellation of any previous registration.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

VOTER SIGN HERE  _____
Applicant's Signature

____/____/____
Date

PROVISIONAL BALLOT FORM

The provisional ballot form must be completed by the **VOTER IF**:

1. They insist they are registered to vote in this precinct, and they refuse to register with the local clerk
2. They refuse to go to the correct precinct if they are listed in the "OTHER" tab.
3. Registered to vote 15 days prior to election or in person with local clerk 0-14 days prior to (check date on other side)

If any of the previous items are NOT checked, the voter cannot vote a provisional ballot. Do not continue.

PROVISIONAL BALLOT TYPES:

AFFIDAVIT BALLOT OR ENVELOPE BALLOT

1. Ask the voter for picture ID and proof of their current address. Then answer these questions:
 - a) Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction? YES NO
 - b) Did the voter provide an approved picture ID that confirms his or her address in the precinct? YES NO
 - c) **Were all answers above YES?** YES NO
2. If question (3) is **YES**, then proceed with an **AFFIDAVIT** ballot
 - a) Enter ID type and # in space on envelope
 - b) Prepare the ballot as Challenged by writing & concealing the ballot number on the ballot
 - c) Enter voter and issue the ballot in E-Pollbook as an **Affidavit** ballot
 - d) Complete the election inspector record on bottom portion of envelope
 - e) Give voter the *Notice to Voter*
 - f) Allow voter to mark the ballot and put their ballot in the tabulator
 - g) Place the completed, empty envelope in the *Provisional Ballot Storage Envelope*
3. If question (3) is **NO**, then issue an **ENVELOPE** ballot
 - a) Enter ID type and # in space on envelope or Not provided
 - b) Enter residency proof or Not provided
 - c) Prepare the ballot as Challenged by writing & concealing the ballot number on the ballot
 - d) Enter voter and issue the ballot in E-Pollbook as an **Envelope** ballot
 - e) Complete the election inspector record on bottom portion of envelope
 - f) Give voter the *Notice to Voter*
 - g) Instruct the voter to place the ballot into secrecy sleeve and then the provisional ballot envelope, **DO NOT LET THE BALLOT GO INTO TABULATOR**
 - h) Allow the voter to mark the ballot and seal the ballot inside this envelope
 - i) Place this envelope in the Provisional Ballot Storage Envelope

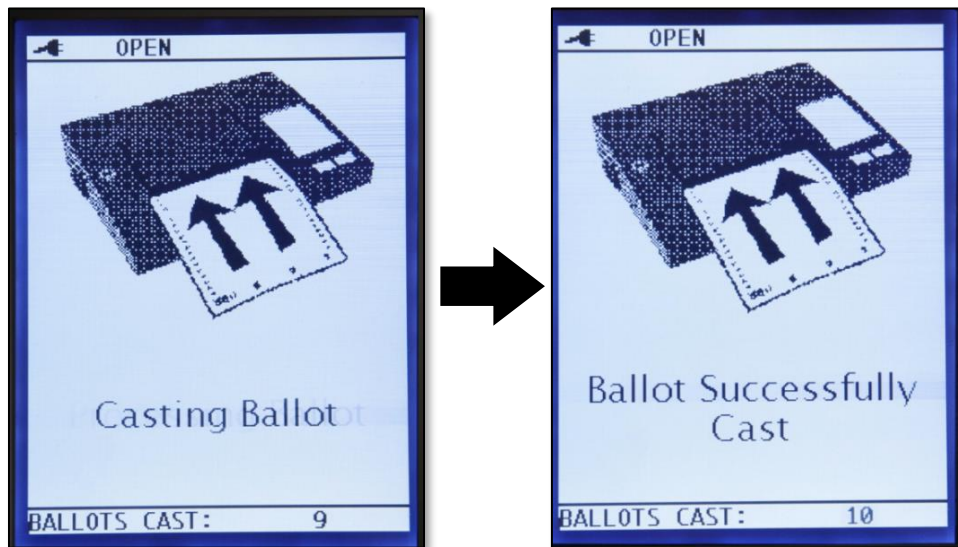
IF A PERSON'S NAME IS "NOT IN THIS PRECINCT"

Do not allow that person to vote until you have received approval from the clerk's office, or the provisional balloting process has been followed.

BALLOT TABULATION

STATION 3 – CASTING A BALLOT

1. When the voter has finished voting, he or she should deliver the ballot, enclosed in secrecy sleeve so only the stub is visible, to the election inspector in charge of STATION 3. The Election Inspector must verify that the stub matches the application to vote
2. The election inspector should remove the stub without revealing the ballot
3. Instruct the voter to insert the ballot into the tabulator and confirm that the “Ballot Successfully Cast” message appears before leaving the tabulator station



4. Collect the sleeve and place the numbered ballot stub in a container for later reference (if needed)
5. When tabulator display reads “System Ready” the next voter may proceed



TABULATOR ERRORS

1. “Over-vote” Message

The voter filled in too many choices in at least one or more of the races. The votes will not count for that particular race(s). Give the voter the option to spoil ballot and try again.

2. “Cross-voted” Message

The voter chose to vote for more than one party in an open primary (*AUGUST*). *No partisan votes will count*. Give the voter the option to spoil ballot and try again.

3. “Blank ballot detected” Message

Either the voter intended to leave their entire ballot blank or they misunderstood how to make their selection. No votes will be counted. If voter intended to make a selection, give instructions on how to fill in choices and have voter complete the same ballot back in the voting booth

4. “Paper inserted was misread” Message

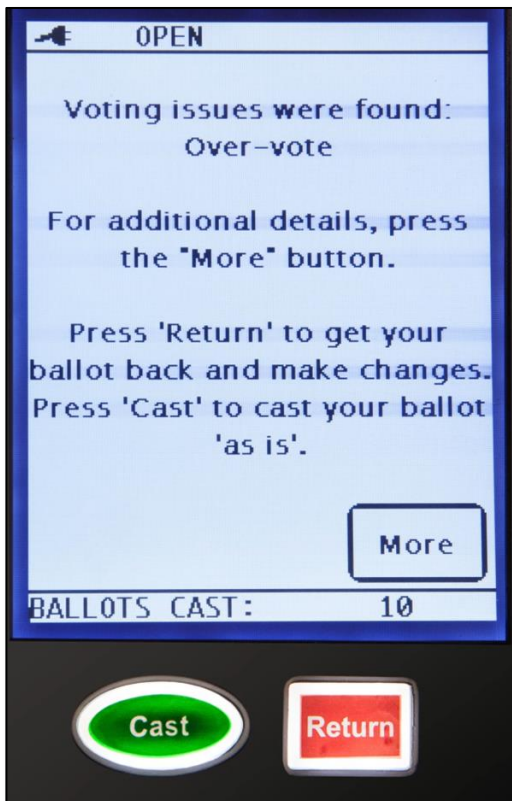
Ensure the stub is not still intact. Have voter attempt to insert ballot again in a different orientation (face down, feet first, etc..). If the message appears several times, it is possible the voter tampered with the security marks and the spoiled ballot process should be followed

5. “One or more ambiguous marks” Message

Let the voter know that their choices should be made darker, so the tabulator knows exactly what they are voting for. Have the voter bring this ballot back to the voting booth. A Sharpie type of marker will prevent this issue

6. Ballot Jams

If a ballot jams, read instructions on screen, then clear tabulator message



***DO NOT PUSH
“CAST” OR
“RETURN”
FOR THE VOTER!***

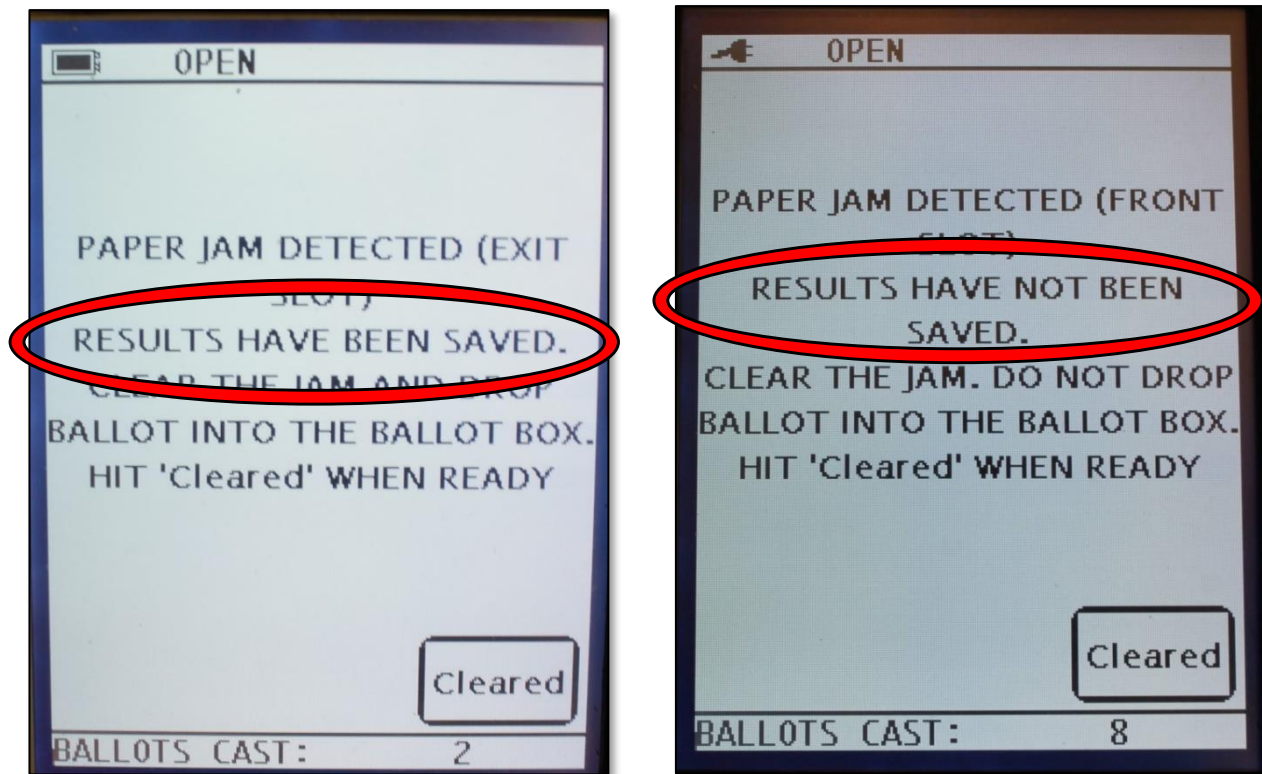
The voter must press either of the buttons on their own. A 10-foot radius must be maintained for voter privacy

BALLOT JAMS

READ THE MESSAGE ON THE SCREEN FIRST

If a ballot jams, before anything else is done, read the message on the screen to see if the ballot was saved or not.

1. If the “RESULT HAVE BEEN SAVED”, remove the jam and allow the ballot to fall into the bin that it was attempting to be deposited in. **DO NOT RE-SCAN THE BALLOT**
2. If the “RESULTS HAVE NOT BEEN SAVED” remove the jam. Do not let this ballot go into the ballot bin without properly scanning through the tabulator first. It has not counted and **MUST BE RE-SCANNED**
3. If the ballot needs to be rescanned, make sure it isn't ripped or torn prior to reinserting into the tabulator. A duplication may be necessary



READ THE MESSAGE ON SCREEN FIRST!

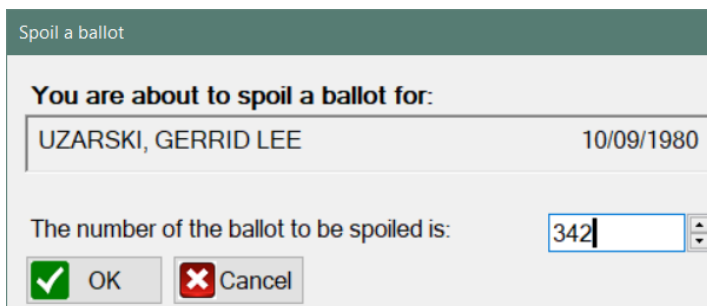
Find out if the results have been saved or not before removing jam.

SPOILED BALLOTS

RETURNING A SPOILED BALLOT

If a voter spoils their ballot, it may be returned, and another ballot may be issued at any time during the voting process.

1. Do not require the voter to stand in line again.
2. Do not have the voter insert their ballot into the tabulator to “Check” if the ballot has been voted improperly
3. Have voter write “SPOILED” across the ballot and place in the manila envelope labeled “**SPOILED/DEFECTIVE BALLOTS**”
4. Locate and highlight the voter’s name in the EPB
5. Select “Lock this voter record”
6. Select “Mark this ballot spoiled or defective”, then “OK” to confirm
7. Select “Lock this voter record”
8. Select “Regular Ballot”
9. Cross out the spoiled ballot number on the voter’s application to vote with a SINGLE LINE and record the new ballot number being issued
10. Issue the new ballot to the voter



RECONCILE FREQUENTLY

- The number of names in the EPB List of Voters
- The number displayed on the tabulator public counter
- The number of applications to vote

These **three** numbers should be compared regularly throughout the day to avoid imbalances at the end of the night

RECONCILE OFTEN THROUGHOUT THE DAY!

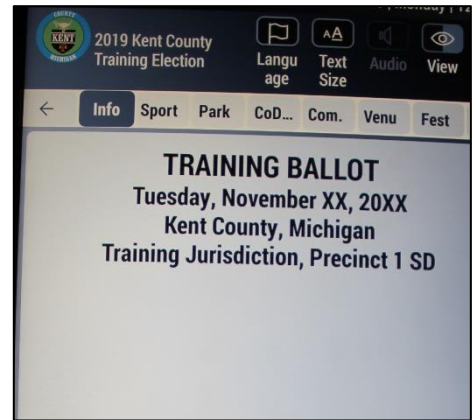
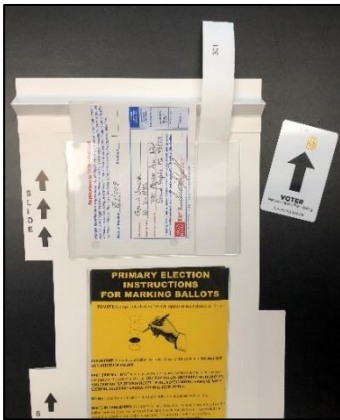
Discrepancies are easier to resolve if they are discovered early.

VOTER ASSIST TERMINAL VOTING



HOW TO PROCESS A VOTER TO VOTE ON THE VAT

1. DO NOT Select “VAT?” option on EPB
2. Process this voter the same as any other, issue them the next ballot
3. Issue a **“Voter Access Card”** for the ballot style they are required to receive
4. Remove the ballot stub and place it with the App to Vote in the pocket on secrecy sleeve. Write **“VAT”** at the top of the unused ballot and place in the **VAT Storage Envelope**
5. The voter will proceed to the VAT to complete their ballot on the touch screen, after they insert the voter activation card



6. After voting is complete and ballot has printed, the voter will bring their materials to STATION 3, where the application to vote will be compared to the ballot stub and voter will deposit the VAT printed ballot into the tabulator as any other ballot would process

AN OPTION FOR ALL VOTERS

The Voter Assist Terminal (VAT) is available to all voters, including those that require additional assistance to begin voting independently.

VOTERS THAT NEED ASSISTANCE

1. Use a voter access card with a blue dot for the ballot style they are required to receive



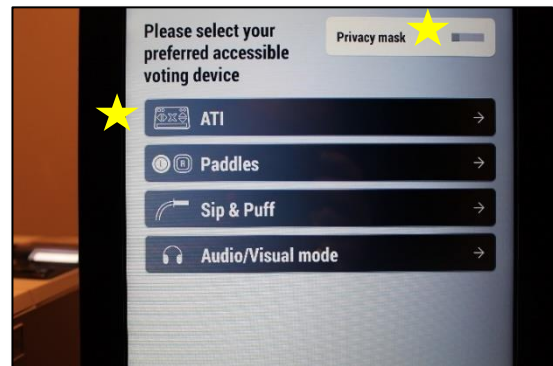
2. Ensure tactile device is ready for use (Headphones, etc.)



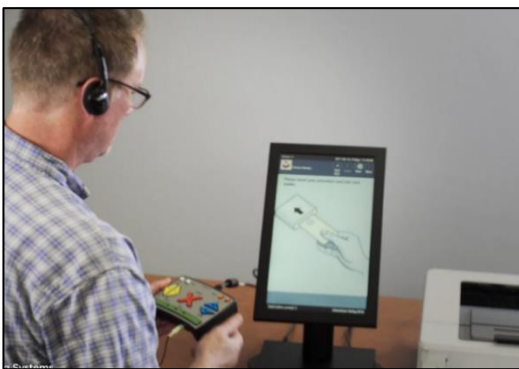
3. Insert an "Activated Voter Access Card" with a blue dot



4. Select preferred accessible device *you may also turn the screen off here*



5. Voter will navigate their ballot independently



6. After ballot prints, assistance may be needed to deposit into tabulator



ASSISTING VOTERS IN THE BOOTH

ASSISTANCE PROCEDURE

If a voter indicates that they want to receive voting assistance from another person, the following question must be asked of the voter:

1. **“Are you requesting assistance to vote by reason of blindness, disability or inability to read or write?”**

If the answer to the question is “yes,” the person who will provide assistance is asked:

2. **“Are you the voter’s employer or agent of that employer or an officer or agent of a union to which the voter belongs?”** If the answer to this question is “no,” the voter may be assisted by the person.



The person assisting the voter may be of any age. If it is determined that the voter is not requesting assistance to vote by reason of blindness, disability or inability to read or write or if the person who has accompanied the voter to the polls to provide assistance is not eligible to provide assistance, two inspectors who have expressed a preference for different political parties must assist the voter.

Whenever a voter receives help to vote their ballot, a complete record of the matter must be entered into the Remarks section of the ePollbook.

The record must include the name of the assisted voter and the person or persons who gave the assistance. (This includes a situation where two inspectors of opposing parties are utilized) Do not require the voter to stand in line again.

- Under Michigan State Law, when a voter asks the precinct board for voting assistance, a reason for the needed assistance does not have to be stated. When a voter asks the precinct board for voting assistance, two inspectors who have expressed a preference for different political parties must assist.
- Under Federal Law, a voter who is blind, disabled or unable to read or write may be assisted with his or her ballot by any person of the voter’s choice, other than the voter’s employer or agent of that employer or an officer or agent of a union to which the voter belongs.

CAMPAIGNING

1. Anyone distributing campaign literature or other campaign materials at the polls on Election Day must stay at least **100 FEET FROM ANY ENTRANCE USED BY VOTERS TO ENTER THE BUILDING** in which the polling place is located.
2. A voter may park a car or other vehicle bearing campaign signs or bumper stickers within 100 feet of the polling place during the time they are voting. Under any other circumstances, vehicles bearing campaign signs or bumper stickers must be parked more than 100 feet from any entrance to the precinct building.
3. Election Inspectors should ask any voter entering the polls to remove campaign buttons or cover clothing bearing a campaign slogan or a candidate's name during the time they are in the precinct.
4. Election Inspectors are **not permitted** to provide any candidate/proposal details. No incumbent information, no write-in candidate specifics, no details what-so-ever for any proposals or candidates. Only show voters how to complete a voting bubble. An election inspector can let the voter know if there are write in candidates if asked but must direct further questions to the local clerk.



EXIT POLLING

Exit polling is surveying voters after they have voted. Exit pollsters must:

1. Remain at least **20 FEET** away from the entrance of the building in which the polling place is located
2. Not enter the building in which the polling place is located
3. Not question any person entering the building in which the polling place is located. Emphasis is placed on the fact that exit polling is the questioning of voters after they have left the polls
4. No voter is under any obligation to reveal any information to an exit pollster



CHALLENGERS

Challengers may be appointed by political parties or organized interest groups to help ensure election integrity at the polls. The following rules must be enforced for groups who have qualified to have challengers:

1. Two challengers from each political party or interest group are permitted in the polling place at one time
2. A challenger must be a registered and qualified elector of the State of Michigan
3. Each challenger must present, but not display, credentials listing:
 - Name
 - Precinct number to which assigned
 - Group represented and the signature of its chairperson or designated officer
4. Space must be provided within the precinct so the challenger can see and hear all election proceedings



CHALLENGERS HAVE THE RIGHT TO

1. Challenge a voter's eligibility (must have a valid reason)
2. Challenge actions of the Election Inspector
3. Stand/sit behind processing table
4. LOOK at poll book or other election material
5. Remain in polling location until inspectors complete their work (after close of polls)
6. Receive/view results that are generated in the polling location after the polls close
7. Use a cell phone if it isn't disruptive

CHALLENGERS CANNOT

1. Handle or touch any election material, including the poll book
2. Use a video camera or other recording device
3. Wear items that identify the organization they represent or other campaigning materials
4. Approach, speak to or assist voters
5. Intimidate Election Inspectors or voters and may not disrupt the processing of voters

***CHALLENGERS HAVE THE RIGHTS and
RESPONSIBILITIES TO THE ITEMS LISTED ABOVE
However, this work cannot unduly delay the work of the election board.***

POLL WATCHERS

An individual who wishes to witness the activity in a precinct from a public viewing area that is not credentialed as a Challenger is considered a Poll Watcher. Election Day is public and open for observation

POLLWATCHER'S RIGHTS & RESPONSIBILITIES

1. Sit or stand in a designated Public Area
2. There is no limit on the number of poll watchers that may be in the precinct if their presence does not disrupt the election process.
3. A poll watcher does not need to be a registered voter.
4. Poll watchers do not need credentials.
5. Use cell phone, if disruptions do not occur
6. May remain in a precinct while precincts are open
7. May remain in a precinct after the polls close
8. Are permitted to obtain/view results generated in the precinct after the polls close

POLLWATCHERS CANNOT

1. Sit or stand in any areas other than the Public Area (including behind the processing table)
2. Approach, speak to or assist voters
3. Wear any sort of clothing or other items that are deemed to be parts of campaigning
4. Intimidate Election Inspectors or voters and may not disrupt the processing of voter
5. Challenge any voter whatsoever



POLL WATCHERS MAY ONLY BE IN THE PUBLIC, NON-VOTING AREAS

Disruptive behavior cannot be tolerated

ABSENT VOTER BALLOT PROCEDURE

(IN PRECINCT OPTION)

DELIVERY

1. Count the ballots
2. Record the number

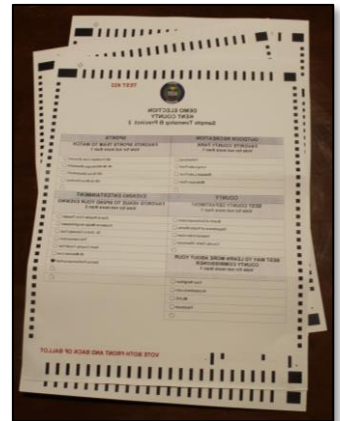
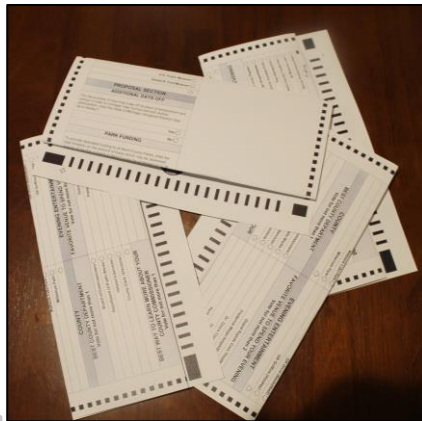
EPB

1. Voters who have been issued an absentee ballot will be indicated by a red “?”
2. The voter status window will indicate if the AV ballot was sent & received
3. Locate and highlight the AV voter’s name in the EPB
4. Click Lock this voter record
5. Click Record an absentee ballot
6. Click OK when the voter’s absentee ballot number appears
7. The absentee voter’s names will appear in the EPB List of Voters

OPENING THE ABSENT VOTER BALLOT ENVELOPES

(Conduct the following in pairs of inspectors of opposing parties and in batches to ensure privacy)

1. Remove the ballot from the envelope and verify the number on the stub of the ballot matches the number on the AV Application
2. Remove the numbered stub
3. Remove the ballot from the secrecy envelope
4. Open and back fold ballot to flatten
5. If the ballot is rejected, it must be examined to determine if the ballot should be duplicated (see instructions in section 3 of CLOSING POLLS)



PROCESSING ABSENTEE BALLOTS

UNDER MOVE ACT

Military and Overseas Voter Empowerment Act requires ballots to be e-mailed or faxed to military and overseas voters. The voter must print the ballot, mark, and mail the ballot along with a signed certificate.

1. These ballots will not be in traditional AV envelopes, but in standard envelopes provided by the voter.
2. The signed application or FPCA will be attached to the outside of the sealed envelope.
3. Open the envelope and remove the Certificate, matching the signature on the certificate to the signature on the attached application.
4. If the signatures match, **TWO INSPECTORS of OPPOSING POLITICAL PARTIES MUST** duplicate the ballot following duplication instructions and tabulate the duplicated ballot. Then go to Remarks to indicate which ballot number was used for duplication.
5. If the certificate or signature is missing or the signature does not match the application, **the ballot may not be counted**. Mark the outside of the envelope **“Rejected”**, placing the certificate (if available) and the application with the ballot and return to the clerk. If using the paper AV list, draw a line through the voter’s name and write **“Rejected”** next to the name.

ORIGINAL 1 OFFICIAL BALLOT
Primary Election
Tuesday, August 7, 2018
Kent County, Michigan
Ada Township, Precinct 1

Partisan Section - Vote Only 1 Party

Republican Party Section	Democratic Party Section
State Governor Vote for not more than 1 Brian Calley <input checked="" type="radio"/>	State Governor Vote for not more than 1 Abdul El-Sayed <input type="radio"/>
Patrick Colbeck <input type="radio"/>	Shri Thanedar <input type="radio"/>
Jim Hines <input type="radio"/>	Gretchen Whitmer <input type="radio"/>
Bill Schuette <input type="radio"/>	
Congressional United States Senator Vote for not more than 1 John James <input checked="" type="radio"/>	Debbie Stabenow <input type="radio"/>
Sandy Pensler <input type="radio"/>	Representative in Congress 3rd District Vote for not more than 1 Cathy Albro <input type="radio"/>
Representative in Congress 3rd District Vote for not more than 1 Justin Amash <input type="radio"/>	Fred Wooden <input type="radio"/>
Legislative State Senator 29th District Vote for not more than 1 Chris Afendoulis <input checked="" type="radio"/>	Winnie Brinks <input type="radio"/>
Daniel J. Oesch <input type="radio"/>	Representative in Legislature 86th District Vote for not more than 1 Lauren T. <input type="radio"/>
Representative in State Legislature <input type="radio"/>	

DUPLICATE 1 OFFICIAL BALLOT
Primary Election
Tuesday, August 7, 2018
Kent County, Michigan
Ada Township, Precinct 1

Partisan Section - Vote Only 1 Party Section

Republican Party Section	Democratic Party Section	Libertarian Party Section
State Governor Vote for not more than 1 Brian Calley <input checked="" type="radio"/>	State Governor Vote for not more than 1 Abdul El-Sayed <input type="radio"/>	State Governor Vote for not more than 1 Bill Gelineau <input type="radio"/>
Patrick Colbeck <input type="radio"/>	Shri Thanedar <input type="radio"/>	John J. Tatar <input type="radio"/>
Jim Hines <input type="radio"/>	Gretchen Whitmer <input type="radio"/>	
Bill Schuette <input type="radio"/>		Congressional United States Senator Vote for not more than 1 John James <input checked="" type="radio"/>
Congressional United States Senator Vote for not more than 1 Sandy Pensler <input type="radio"/>	Debbie Stabenow <input type="radio"/>	Representative in Congress 3rd District Vote for not more than 1 Cathy Albro <input type="radio"/>
Representative in Congress 3rd District Vote for not more than 1 Justin Amash <input type="radio"/>	Fred Wooden <input type="radio"/>	State Senator 29th District Vote for not more than 1 Winnie Brinks <input type="radio"/>
Legislative State Senator 29th District Vote for not more than 1 Chris Afendoulis <input checked="" type="radio"/>	Daniel J. Oesch <input type="radio"/>	Representative in State Legislature 86th District Vote for not more than 1 Lauren T. <input type="radio"/>
Representative in State Legislature <input type="radio"/>		

CLOSE THE POLLS

8: 00 PM



CLOSING THE POLLS

CHAIRPERSON ANNOUNCES “THE POLLS ARE NOW CLOSED”

1. **Any person in line at 8:00 P.M.** should be given an application to vote and must be allowed to vote.
2. **COMPARE** the number of applications to vote, the number on the Public Counter of the tabulator, and the number of names in the **EPB List of Voters. THEY MUST AGREE!**

BEFORE PRINTING THE TOTALS

- Ensure all absent voter ballots and all ballots placed in the auxiliary bin during the day have been counted by the tabulator.

DUPLICATING BALLOTS (*MAY BE NECESSARY*)

1. You will need to duplicate a ballot that meets the requirements shown on Determining the Validity of Optical Scan Ballot Markings.
2. Write “ORIGINAL #1” on the ballot to be duplicated
3. Remove ballot stub and write “DUPLICATE #1” on the new ballot
4. Mark the same ballot position(s) that were marked on the original ballot
5. The “Duplicate” ballot should be inserted into the tabulator. Place the original ballot in the blue/white envelope: “Original Ballots for Which Duplicates Have Been Made.” Make a note in the EPB Remarks section of the ballot number(s) used for duplication

Governor Vote for not more than 1	Governor Vote for not more than 1
Brian Calley <input checked="" type="radio"/>	Abdul El-Sayed <input type="radio"/>
Patrick Colbeck <input type="radio"/>	Shri Thanedar <input type="radio"/>
Jim Hines <input type="radio"/>	Gretchen Whitmer <input type="radio"/>
Bill Schuette <input type="radio"/>	
	Congressional
Congressional	United States Senator Vote for not more than 1
United States Senator Vote for not more than 1	Debbie Stabenow <input type="radio"/>
John James <input checked="" type="radio"/>	
Sandy Pensler <input type="radio"/>	Representative In Congress 3rd District Vote for not more than 1
Representative In Congress 3rd District Vote for not more than 1	Cathy Albano <input type="radio"/>
	Fred Woodworth <input type="radio"/>

ORIGINAL	DUPLICATE 1
OFFICIAL BALLOT Primary Election Tuesday, August 7, 2018 Kent County, Michigan Ada Township, Precinct 1	OFFICIAL BALLOT Primary Election Tuesday, August 7, 2018 Kent County, Michigan Ada Township, Precinct 1
Partisan Section - Vote Only 1 Party	Partisan Section - Vote Only 1 Party
Republican Party Section	Democratic Party Section
State	State
Governor Vote for not more than 1	Governor Vote for not more than 1
Brian Calley <input checked="" type="radio"/>	Abdul El-Sayed <input checked="" type="radio"/>
Patrick Colbeck <input type="radio"/>	Shri Thanedar <input type="radio"/>
Jim Hines <input type="radio"/>	Gretchen Whitmer <input type="radio"/>
Bill Schuette <input type="radio"/>	
Congressional	Congressional
United States Senator Vote for not more than 1	United States Senator Vote for not more than 1
Debbie Stabenow <input type="radio"/>	Debbie Stabenow <input type="radio"/>
John James <input checked="" type="radio"/>	John James <input checked="" type="radio"/>
Sandy Pensler <input type="radio"/>	Sandy Pensler <input type="radio"/>
Representative In Congress 3rd District Vote for not more than 1	Representative In Congress 3rd District Vote for not more than 1
Justin Amash <input type="radio"/>	Justin Amash <input type="radio"/>
Legislative	Legislative
State Senator 29th District Vote for not more than 1	State Senator 29th District Vote for not more than 1
Chris Afendoulis <input checked="" type="radio"/>	Chris Afendoulis <input checked="" type="radio"/>
Daniel J. Oesch <input type="radio"/>	Daniel J. Oesch <input type="radio"/>
Representative In State Legislature 86th District Vote for not more than 1	Representative In State Legislature 86th District Vote for not more than 1
Thomas A. Albert <input type="radio"/>	Thomas A. Albert <input type="radio"/>
County	County
County Commissioner 11th District Vote for not more than 1	County Commissioner 11th District Vote for not more than 1
Jim Saalfeld <input type="radio"/>	Jim Saalfeld <input type="radio"/>

CLOSE THE TABULATOR

POLL WORKER ACCESS

Apply security i-Button to security dock. Enter password and Select “CLOSE POLL”

1. The ICP Tabulator prompt you to print another results tape after it finishes with the previous one. Print three (3) total tapes



2. Remove the tapes, sign all tapes

ICP POWER DOWN

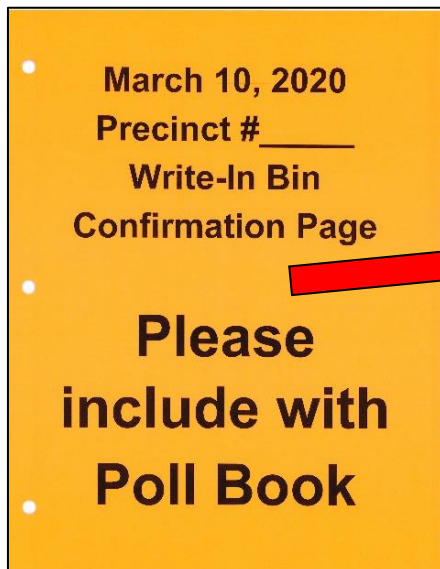
1. Select “POWER DOWN” and turn ICP off



2. **AFTER MACHINE IS COMPLETELY OFF** cut memory seals & remove cards and properly seal in a security bag and transport to the **RECEIVING BOARD**

COLLECT BALLOTS

1. Open main ballot box of tabulator
2. Collect all regular ballots, organize, and place into a ballot storage container
3. Access the Write-in bin
4. If your jurisdiction has any qualified write-ins, tally all the votes for each variation of that individual's name on the Statement of Votes in the poll book (Robert, Bob, Bobbie, Rob etc.)
5. Place all Write-in ballots in the ballot container on top of the regular ballots
6. Include "Write-In Bin Confirmation Page" with the last page of Poll Book

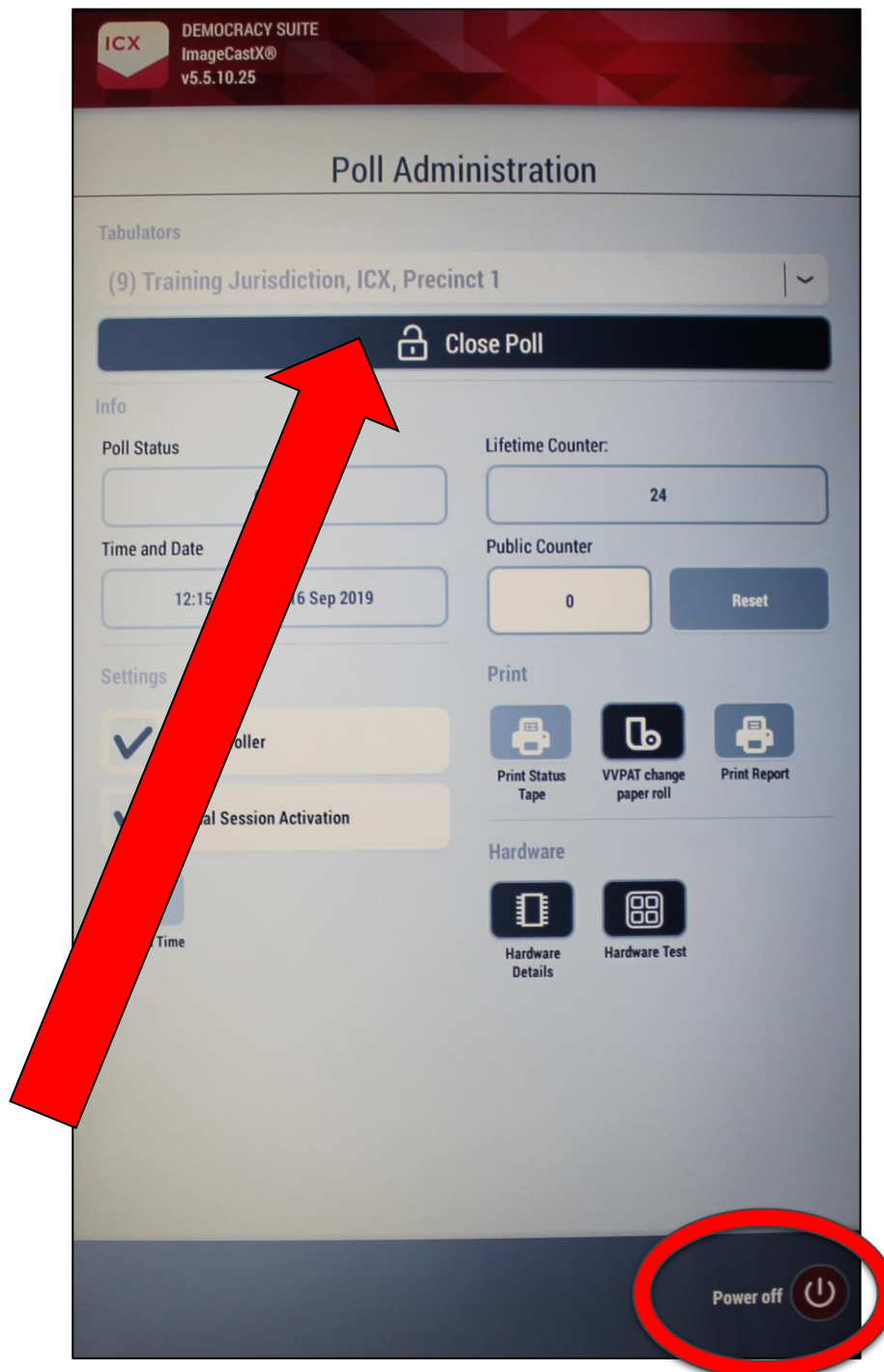


****MODEMS ARE NOT UTILIZED TO SEND RESULTS TO THE COUNTY**

CLOSE THE VAT

ICX ADMIN MENU

1. Access the “Poll Admin” menu on the ICX (VAT) with the poll worker card and election password
2. Select “CLOSE POLL”
3. Finally press “Power Off”



SEAL BALLOTS IN CONTAINER

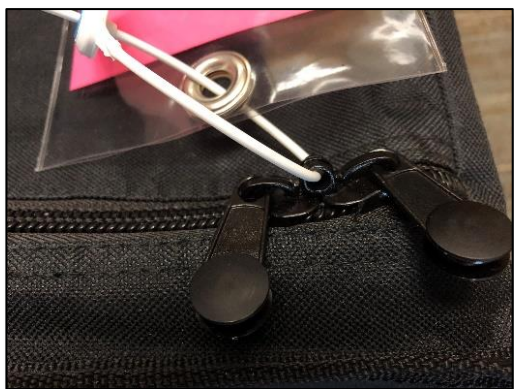
1. All ballots from the tabulator box will be placed into an approved ballot container.
2. Place the envelopes containing VAT Storage, Spoiled Ballots and Duplicated Ballots (sealed with a red paper seal) in the ballot container
3. The completed BALLOT CONTAINER CERTIFICATE and a plastic holder must be used when sealing the ballot box. Two inspectors (one from each political party) sealing the transfer case, must SIGN THE COMPLETED CERTIFICATE and record the seal number
4. The same two inspectors must record the seal number on the INSIDE BACK PAGE OF THE POLL BOOK and sign their names

DOCUMENTING & SECURING BALLOT STORAGE CONTAINER

1. Properly seal this container with a container certificate
2. Place the VAT Storage, Spoiled Ballots and Original Ballots Envelopes in the same container
3. Properly seal this container with a **signed** container certificate that the seal has been recorded on
4. Record this seal in Poll Book

CORRECT WAY TO SEAL

USING DOUBLE ZIPPER



USING ZIPPER WITH EYELET



USING HORSESHOE SEAL



COMPLETE THE POLL BOOK

COMPLETE INSPECTOR CERTIFICATE

1. Enter the number of voters according to the EPB
2. Enter the number of ballots tabulated
3. Enter number of Envelope Ballots
4. Complete the checklist
5. Record the seal numbers
6. Verify Container Seals WITH A SIGNATURE FROM 1 Republican and 1 Democrat
7. Verify all items are complete on completion certificate
8. All workers present must sign this certificate prior to leaving

Statement of Votes - **CLIP or ATTACH** Tabulator Tape to this Page

JURISDICTION: _____ PRECINCT #: _____

1 ELECTION INSPECTORS' COMPLETION CERTIFICATE

✓ After the Polls closed, we completed the following:

- ☐ Recorded the number of ballots tabulated according to the public counter of the tabulator as: _____
- ☐ Sealed all provisional envelope ballots for delivery to the Clerk, and recorded the number as: _____
- ☐ Recorded the number of voters according to the List of Voters (including AV List if used) as: _____
- ☐ Verified the number of ballots tabulated plus provisional envelope ballots equals the number of voters and that if they do not, no discrepancies exist between the List of Voters and Applications to Vote. If they do not agree and a valid discrepancy exists, a notation was made in the Remarks Section. ☐ Yes ☐ N/A
- ☐ Completed and balanced the Ballot Summary Report. If the Ballot Summary Report did not balance and a valid discrepancy exists, a notation was made in the Remarks Section. ☐ Yes ☐ N/A
- ☐ Recorded all formal challenges made in the precinct, if any, on the Challenged Page.
- ☐ Tabulated all valid absent voter ballots (if processed in the precinct).
- ☐ Duplicated and tabulated ballots requiring duplication, if any.
- ☐ Talled all valid write-in votes, if any, and recorded the totals on the Write-In Statement of Votes.
- ☐ Attached a signed tabulator total tape to all three copies of this page.

2 SEAL VERIFICATION

WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, voter assist terminal (VAT) ballots, Spoiled and Original ballot envelopes, but **not** the provisional ballot storage envelope, were properly sealed into an approved Ballot Storage Container by affixing seal(s): No. _____ No. _____
If ballot container requires two (2) seals

WE, further certify that the Tabulator and/or EPB Memory Device(s), if removed, were properly sealed into an approved Transfer Container by affixing seal: No. _____

X DEMOCRATIC INSPECTOR Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

X REPUBLICAN INSPECTOR Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

3 SIGNATURES OF ALL PERSONS PRESENT AT THE CLOSE OF POLLS & CERTIFYING COMPLETION CERTIFICATE
Make a note on the Remarks page if an inspector left before the polls closed.

Signature	Phone #	Signature	Phone #
1. X CHAIRPERSON		7. X	
2. X		8. X	
3. X		9. X	
4. X		10. X	
5. X		11. X	
6. X		12. X	

WHITE - Place in Envelope to CLERK
PINK - Place in Envelope to CANVASS BOARD / PROBATE JUDGE
MARULA - Remains in Poll Book Which is Placed in Envelope to COUNTY CLERK

CLOSE THE EPB

SAVE BACKUP

After all the voters have been processed in the EPB, perform one last BACKUP

1. Select File
2. Next Backup
3. Then Yes
4. Finally select OK

BALLOT SUMMARY REPORT

The Ballot Summary documents the total number of ballots assigned to the precinct and how each ballot was used. You already recorded spoiled or defective (F), rejected (G) and Provisional “envelope” (I) ballots and the software enters those numbers. Now, enter the remaining numbers, and the EPB software will calculate and balance the Ballot Summary.

1. Select Reports
2. Choose **Ballot Summary** and fill in the boxes where necessary
 - Line B – Enter the number of sealed AV ballot envelopes delivered to the precinct for tabulation (if applicable)
 - Line D – Enter the total number of ballots tabulated (taken from ICP)
 - Line G – Enter the number of ballots duplicated (This field must contain a number, if none, enter a zero -0-)
 - Box J – Enter the starting and ending number on your unused ballots, tabbing through until the system generates the total unused ballots
3. Next select preview to **verify that line L shows a difference of -0-**
4. If line L is not at zero and you cannot explain why this occurred, double-check your work on the ballot summary report
5. If there is a known reason for not balancing and it is unable to be resolved, a detailed *Remark* must be made to explain to the Board of Canvassers why the precinct does not balance to avoid a review after Election Day
6. Click the disk icon to save the Report as a PDF to the encrypted flash drive

Ballot Summary Report

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A: Number of unvoted ballots delivered to precinct:

Style	Starting No.	Ending No.	Count
4082	00000351	00000650	300

Total = 300

B: Number of AV return envelopes received by board

C: Total 300

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D: Number of ballots tabulated (Enter Tabulator Public Counter reading) 0

E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason 0

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 0

G: Number of ballots rejected 0

H: Number of ballots used by election inspectors for ballot duplication 0

I: Number of provisional envelope ballots issued 1

J: Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count
4082	00000353	00000650	298

Total = 298

K: Total of Lines D, E, F, G, H, I and J 299

L: Difference 1

Preview

LIST OF VOTERS

1. Select Reports
2. Choose List of Voters
3. Click the disk icon to save the Report as a PDF
4. The [ElectionDate] folder selected for the Ballot Summary should automatically pop up. Always check to make sure you are in the encrypted flash drive and the correct folder before clicking Save

11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP PRECINCT 00001			
LIST OF VOTERS			
#	Voter Name	Ballots	Remarks
1	MCQVF, LISA ANNE	00000004 00000003	Spoiled
2	MCQVF, LISA LEE	00000002	Challenged
3	MCQVF, JOHN DOE	00000004	
4	MCQVF, RALEIGH GRANT	00000106	Absentee Ballot
5	MCQVF, RANDELL REGAN	00090001	
6	MCQVF, RANA RASHID	00000005	
7	MCQVF, RAFAEL REYNALD	00000006	
8	MCQVF, RAYMOND RAY	00000007	Rejected

REMARKS REPORT

1. Select Reports
2. Choose **Remarks**
3. Click the disk icon to save the Report as a PDF
4. The [ElectionDate] folder selected for the last two reports should automatically pop up. Always check to make sure you are in the encrypted flash drive and the correct folder before clicking Save

REMARKS				
Date / Time	User	Voter #	Voter Name	Remarks
6/11/2019 10:30:12 PM	JOHNSMITH	8	MCQVF, RAYMOND RAY	ballot rejected because voter failed to tabulate ballot
6/11/2019 10:25:45 PM	JOHNSMITH			Compared tabulator and list of voters; we still balance!






SAVE VOTER HISTORY

1. Select File
2. Choose Save History
3. Double-Click [ElectionDate] folder on the encrypted drive to save as **epb_history**

VERIFY ALL 5 FILES

Select the encrypted drive & verify all files are in the encrypted flash drive

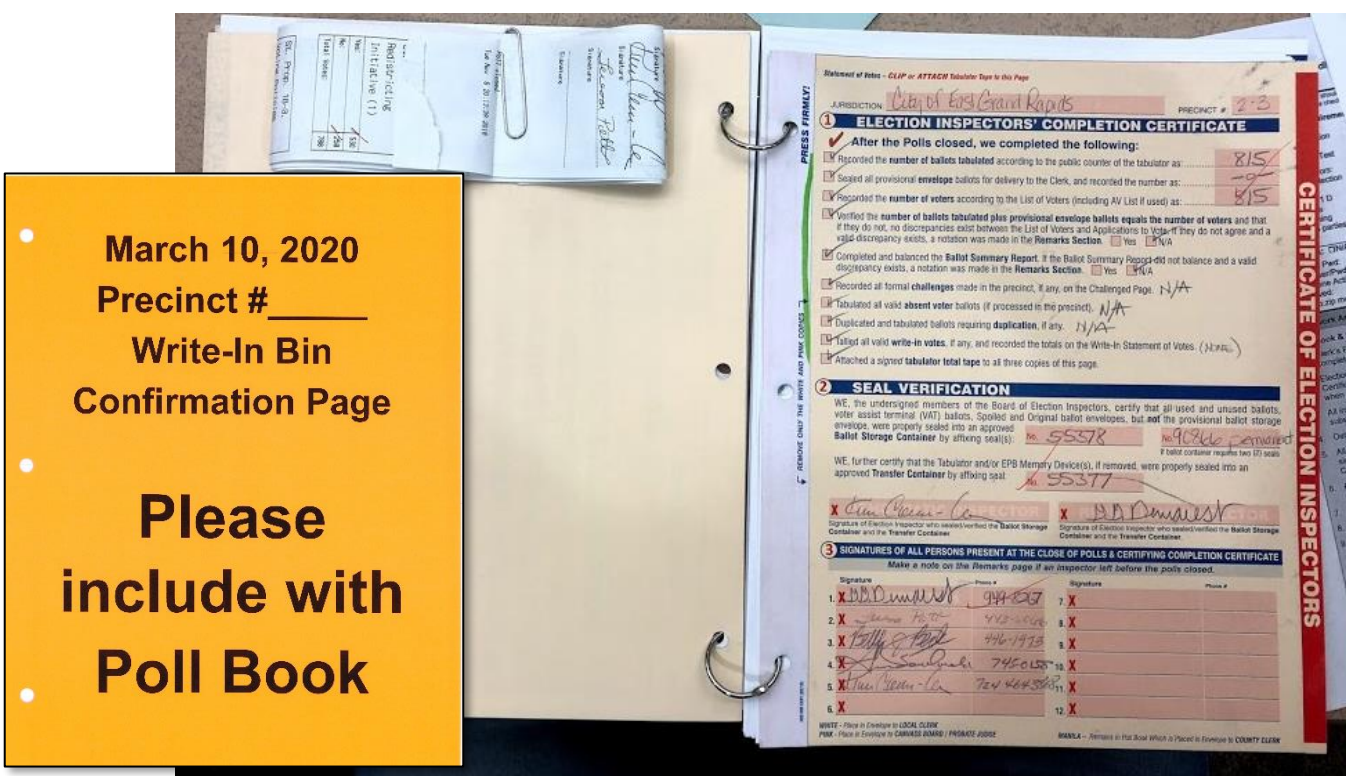
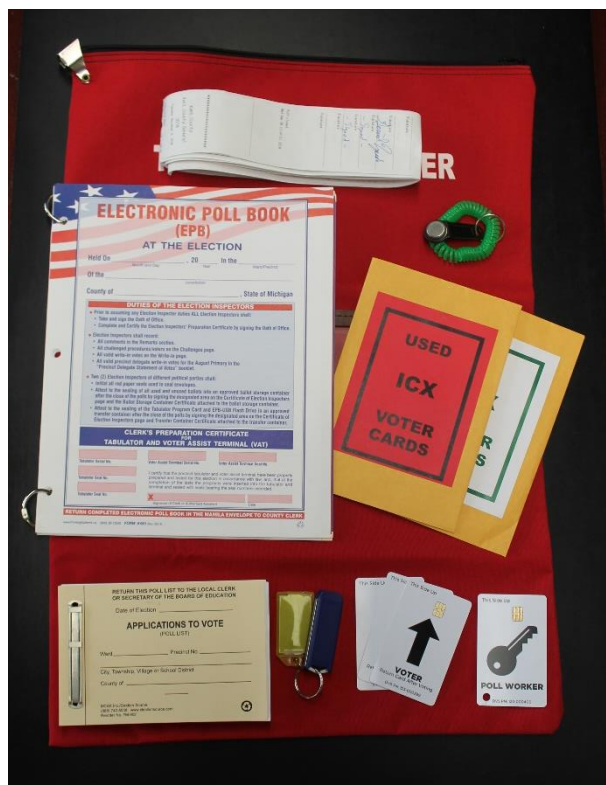
1. EPB Backup
2. EPB_History
3. rptBallot Summary
4. rptRemarks
5. rptVoter List

Name	Date modified	Type	Size
 EPB Backup.accdb	10/27/2019 5:19 PM	Microsoft Access ...	6,104 KB
 epb_history.csv	10/27/2019 5:21 PM	Microsoft Excel C...	2 KB
 rptBallotSummary.pdf	10/27/2019 5:20 PM	Adobe Acrobat D...	4 KB
 rptRemarks.pdf	10/27/2019 5:20 PM	Adobe Acrobat D...	128 KB
 rptVoterList.pdf	10/27/2019 5:21 PM	Adobe Acrobat D...	3 KB

RETURNING MATERIALS TO LOCAL RECEIVING BOARD

The following items must be placed in a sealed envelope or bag to be returned to the Receiving Board:

1. Security i-Button(s)
2. ALL ICX Cards
3. Flash drive from laptop
4. Poll Book
5. Write-In Confirmation Page (Orange Sheet)
6. Signed tape with zero tape attached (1)
7. Signed tapes (2)
8. Applications to vote
9. AV List (if applicable)
10. Both Green & Red memory cards from tabulator



RECEIVING BOARD OATH OF OFFICE

I do solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Receiving Board Member at the Election held on Tuesday, the _____ day of *MONTH* *YEAR* , according to the best of my ability.

Signature of Receiving Board Member

Printed Name

Signature of Receiving Board Member

Printed Name

Signature of Receiving Board Member

Printed Name

Signature of Receiving Board Member

Printed Name

Taken, subscribed, and sworn to before me this

_____ day of *MONTH* *YEAR* _____

Signature of Person Administering Oath

RECEIVING BOARD CHECKLIST **(REGULAR PRECINCT)**

JURISDICTION _____, PRECINCT #: _____ Completed by: _____

While your job is to find and fix any mistakes – remember to be kind!

PRECINCT TRANSFER BAG: **SEAL NUMBER:** _____

- ☐ COMPUTER RETURNED
- ☐ Cut open seal and place broken seal & certificate in Clerk envelope
(deliver bag to Clerk's office for report printing)

Verify Transfer Bag contains:

- ☐ Flash Drive (from E-Poll book)
- ☐ VAT Voter Cards
- ☐ Machine Keys
- ☐ Poll Book (intact)
- ☐ Three/Four tabulator tapes, plus zero tape, signed by inspectors
- ☐ Applications to Vote
- ☐ Precinct Delegate packet (only in August of even numbered years)



BALLOT CONTAINER: **SEAL NUMBER:** _____

- ☐ Container certificate signed by two inspectors/different party with seal number recorded properly
- ☐ Ballot container is sealed properly (pulled tightly through the overlapping zipper eyelet)
- ☐ Ballot container does not have any tears/rips where ballots could be accessed
- ☐ Ballot container holds **all** ballots, **VAT Storage Envelope, Spoiled Envelope & Original Envelopes ONLY** (poll book not enclosed)

The ballot container can only be opened by the precinct workers under the supervision of the Receiving Board if sealed improperly or if the poll book is sealed within the container.

- ☐ If opened, put broken seal with certificate in ballot container before resealing.
- ☐ Election inspectors will complete new certificate with seal and record new seal number in Poll Book.
- ☐ Any discrepancy/corrective action must be noted on the Remarks report and signed by the precinct workers and the receiving board.

POLL BOOK VERIFICATION:

Front/inside cover completed:

- ☐ Clerk's preparation certificate completed & signed
- ☐ Election Inspector Preparation Certificate boxes checked
- ☐ Chairperson Oath & Inspectors Oaths are signed; also, person administering oath

Challenges:

Write-Ins/Statement of Votes:

- ☐ Completed, or "None" written across page
- ☐ Completed, or "None" written across page; tear out white & pink copies
- ☐ Orange Write-In Confirmation Sheet included with Poll Book

Certificate of Election Inspectors:

- ☐ All Election Inspectors Certificate boxes checked

VERIFY:		WRITE NUMBER
<input type="checkbox"/>	Number of ballots from tabulator tape:	
<input type="checkbox"/>	Number of Voters, Last voter # on List of Voters report:	
<input type="checkbox"/>	Number of Ballots Tabulated from Ballot Summary Report, line D:	
<input type="checkbox"/>	DIFFERENCE from "Ballot Summary" report line L (<i>MUST BE ZERO, or justified in Remarks</i>):	

- ☐ Seal Numbers recorded correctly for ballot container and transfer bag (*numbers recorded above*)
- ☐ Signatures of two (2) inspectors who sealed the ballot container
- ☐ Signatures/Phone numbers of all inspectors are recorded; tear out white & pink copies

E Pollbook Reports:

- ☐ Verify Ballot Summary Report Number of Ballots Delivered to Precinct (line C) equals Number of Ballots at Close of Polls (line K) and Difference (line L) is zero. If not, a Remark was recorded explaining the issue.
- ☐ Attach Ballot Summary, List of Voters, and Remarks before back cover of Poll Book

PREPARE ELECTION ENVELOPES FOR COUNTY (*see "Final Preparation" for details*)

We, the undersigned members of the Receiving Board, hereby certify the completion of the items checked above. We have completed our– to find and fix any omissions/errors made at the precinct.

- ***The ballots are stored and sealed properly***
- ***The precinct is in balance – the number of ballots that went through the tabulator = the number of voters recorded in the EPB (list of voters report).***

If not balanced, discrepancy is noted on Remarks report & Clerk has been informed.

Republican Receiving Board Member	X
Democratic Receiving Board Member	X
Republican Election Inspector	X
Democratic Election Inspector	X

RECEIVING BOARD CHECKLIST (ABSENTEE COUNTING BOARD PRECINCT)

JURISDICTION _____, AV PRECINCT #: _____ Completed by: _____

While your job is to find and fix any mistakes – remember to be kind!

PRECINCT TRANSFER BAG: SEAL NUMBER: _____

- ☐ Cut open seal and place broken seal & certificate in Clerk envelope
(deliver bag to Clerk's office for report printing)

Verify Transfer Bag contains:

- ☐ Machine Keys
☐ Poll Book (intact)
☐ Three/Four tabulator tapes, plus zero tape, signed by inspectors
☐ Precinct Delegate packet (only in August of even numbered years)



BALLOT CONTAINER: SEAL NUMBER: _____

- ☐ Container certificate signed by two inspectors/different party with seal number recorded properly
☐ Ballot container is sealed properly (pulled tightly through the overlapping zipper eyelet)
☐ Ballot container does not have any tears/rips where ballots could be accessed
☐ Ballot container holds **all** ballots, **Spoiled Envelope & Original Envelopes ONLY** (poll book not enclosed)

The ballot container can only be opened by the precinct workers under the supervision of the Receiving Board if sealed improperly or if the poll book is sealed within the container.

- ☐ If opened, put broken seal with certificate in ballot container before resealing.
☐ Election inspectors complete new certificate with seal and record new seal number in Poll Book.
☐ Any discrepancy/corrective action must be noted on the Remarks report and signed by the precinct workers and the receiving board.

POLL BOOK VERIFICATION:

Front/inside cover completed:

- ☐ Clerk's preparation certificate completed & signed
☐ Election Inspector Preparation Certificate boxes checked
☐ Chairperson Oath & Inspectors Oaths are signed; also, person administering oath

Challenges:

Write-Ins/Statement of Votes:

- ☐ Completed, or "None" written across page
☐ Completed, or "None" written across page; tear out white & pink copies
☐ Orange Write-In Confirmation Sheet included with Poll Book

Certificate of Election Inspectors:

- ☐ All Election Inspectors Certificate boxes checked

VERIFY:		WRITE NUMBER
<input type="checkbox"/>	Number of ballots from tabulator tape:	
<input type="checkbox"/>	Number of Voters, Last voter # on List of Voters report:	
<input type="checkbox"/>	Number of Ballots Tabulated/Processed:	
<input type="checkbox"/>	DIFFERENCE from Ballot Summary report box C. & box G. MUST MATCH (If they do not match, the imbalance must be <i>justified in Remarks</i>):	

- ☐ Seal Numbers recorded correctly for ballot container and transfer bag (*numbers recorded above*)
- ☐ Signatures of two (2) inspectors who sealed the ballot container
- ☐ Signatures/Phone numbers of all inspectors are recorded; tear out white & pink copies
- ☐ Attach Ballot Summary, List of Voters, and Remarks before back cover of Poll Book

PREPARE ELECTION ENVELOPES FOR COUNTY (*see "Final Preparation" for details*)

We, the undersigned members of the Receiving Board, hereby certify the completion of the items checked above. We have completed our– to find and fix any omissions/errors made at the precinct.

- ***The ballots are stored and sealed properly***
- ***The AV precinct is in balance – the number of ballots that went through the tabulator = the number of voters recorded on list of voters report.***

If not balanced, discrepancy is noted on Remarks report & Clerk has been informed.

Republican Receiving Board Member	X
Democratic Receiving Board Member	X
Republican Election Inspector	X
Democratic Election Inspector	X

FINAL PREPARATION

COUNTY CLERK ENVELOPE:

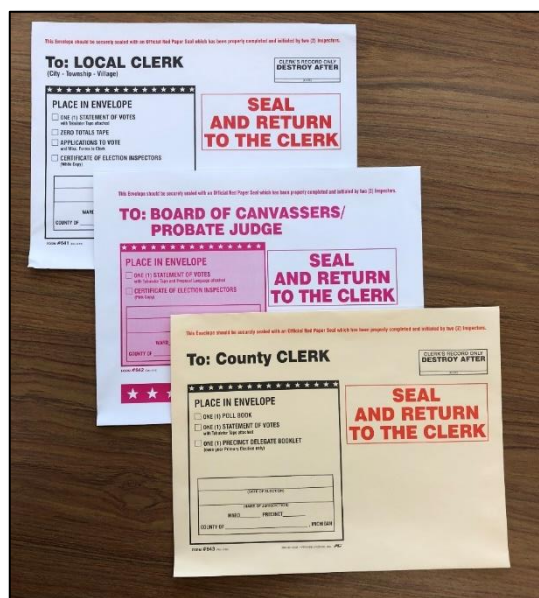
- ☐ Completed E-Poll Book with all reports included
- ☐ One (1) results/tabulator tape; **Paperclip results tape to final page of poll book**
- ☐ Precinct Delegate packet (August even years only)

BOARD OF CANVASSERS:

- ☐ Pink copy of Statement of Votes/Write-Ins & Cert. of Election Inspectors from poll book
- ☐ One (1) results/tabulator tape

LOCAL CLERK ENVELOPE:

- ☐ White copy of Statement of Votes/Write-Ins & Cert. of Election Inspectors from poll book
- ☐ One (1) zero tape and one (1) results/tabulator tape
- ☐ Applications to Vote
- ☐ Provisional Ballot Envelopes
- ☐ Miscellaneous forms to Clerk & broken seals from precinct
- ☐ *This Receiving Board Checklist*



ADDITIONAL MEMORY (RED BAG for COUNTY)

****MUST BE PROPERLY SEALED WITH CONTAINER CERTIFICATE**

The items listed below are **per precinct**

1. (2) Compact Flash cards
2. (1) i-Button (security key)
3. (1) Poll Worker Smart Card
4. (1) Flash Drive

MARKING A BALLOT

TO VOTE: Completely darken the oval opposite each choice as shown:



VOTING ON A PAPER BALLOT

- Felt-tipped markers will likely bleed through the ballot, this will not affect ballot tabulation as voting positions on the front of the ballot never align with those on the back
- Fast drying ink prevents unwanted transfer of ink to voting equipment that will eventually lead to equipment failure
- Pens with unknown ink increases the need for immediate equipment maintenance
- If there are ANY issues with the ballot, the equipment will alert the voter and allow them to make any corrections immediately
- As soon as the tabulator displays “Ballot Successfully Cast” your vote has been counted